

LXXVIII INTERNATIONAL COUNCIL MEETING WORKING MATERIALS



ClickMEETING
8TH - 15TH NOVEMBER 2020



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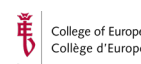
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The European Law Students' Association

FOREWORD

GENERAL INFORMATION

FOREWORD

Dear Network,

There is no denying that our first three months in office passed in the blink of an eye. We are extremely excited to see you all again after very successful online Area Meetings where we had the chance to get to know each other and improve our understanding of the ELSA Network. We are certain that this upcoming LXXVIII International Council Meeting will be no different. We can observe the dedication and motivation of each other each day and it fills us with pride when we see all the amazing plans and ideas that are created and discussed day and night. We live and breathe ELSA and we hope that together with you, we can make this exceptional year one of the best in the 40 years of ELSA's history.

We can feel that the ELSA Network is incredibly strong this year. Holding our events online, while indeed challenging, allows us to reach even more individuals – be it our members or providing more opportunities for you as ELSA Officers to engage with fellow officers on the international level. We certainly have a lot to learn from each other so now is the time to spread all your knowledge and make use of the fantastic tools that technological advances have provided us with.

We are convinced that this first weeklong online ICM will provide us with the platform to discuss necessary changes and brainstorm about ways to improve our Association. Let's come together and make sure we create a sustainable and engaging organisation.

Lastly, we truly hope that we get the opportunity to meet you all in person very soon. Until then, let us grow closer virtually, form friendships for life and celebrate each other's achievements throughout the term. The past months have shown that we can create the famous ELSA Spirit regardless of whether we can be with each other in person or virtually.

ELSAfully yours,



Weronika, Sina, Carlos, Nikos, Maja, Louis, Ilke and Francesco
International Board of ELSA 2020/2021

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THE INTERNATIONAL COUNCIL MEETING GUIDE

THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

The International Council Meeting is one of the international internal meetings of ELSA and one of the two statutory meetings of the Association.

It brings together officers of all areas from the whole ELSA Network. It consists of both plenary and workshop sessions. The main aims of this meeting are:

- a. to provide an opportunity for officers to meet, to get informed about the latest updates in their respective areas and to exchange ideas, and
- b. to summon the International Council, which discusses issues concerning the administration and the further development of the Association.

The International Council represents the Members of ELSA and is the supreme decision-making body of the Association, whose decisions are binding upon the International Board, the Members and the Observers of ELSA. A Council decision can only be overturned by a subsequent International Council decision.

The International Council Meeting is held on a biannual basis, once in spring and once in autumn.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion and exchange of information, while the participants explore different subjects and develop their soft skills.

In each International Council Meeting, there are seven Workshops; one for each area of activity. Each Workshop is conducted by the respective International Board member(s) and chaired by an experienced delegate.

The following Workshops will be held during the International Council Meeting:

Board Management, External Relations and Expansion (BEE): conducted by the President of the International Board and attended by National Presidents of the ELSA Network.

Internal Management (IM): conducted by the Deputy Secretary General of the International Board and attended by National Secretaries General of the ELSA Network.

Financial Management (FM): conducted by the Deputy Treasurer of the International Board and attended by National Treasurers of the ELSA Network.

Marketing (MKT): conducted by the Deputy Vice President in charge of Marketing of the International Board and attended by National Vice Presidents for Marketing of the ELSA Network.

Academic Activities (AA): conducted by the Vice President in charge of Academic Activities and the Vice President in charge of ELSA Moot Court Competitions of the International Board and

THE INTERNATIONAL COUNCIL MEETING GUIDE

attended by National Vice Presidents for Academic Activities and National Vice Presidents in charge of Moot Court Competitions of the ELSA Network.

Seminars and Conferences (S&C): conducted by the Vice President in charge of Seminars and Conferences of the International Board and attended by National Vice Presidents for Seminars and Conferences of the ELSA Network.

Student Trainee Exchange Programme (STEP): conducted by the Vice President in charge of Student Trainee Exchange Programme of the International Board and attended by National Vice Presidents for Student Trainee Exchange Programme of the ELSA Network.

What is a Joint Workshop?

A Joint Workshop sets on the table a topic that is worth being discussed by the officers of more than one area.

Who is a Workshop Officer?

There are at least four Workshop Officers in the ICM: the *Chair*, the *Vice Chair* and two *Secretaries*. If necessary, more Secretaries can be appointed.

The task of the Chair is to conduct the Workshop in good order, to lead it together with the respective member of the International Board of ELSA.

The role of the Vice Chair is to assist the Chair and stand in for him or her in the event of his or her absence.

The Secretaries are in charge of keeping the minutes of the Workshop and of the preparation of all the documents that have to be submitted to the Council.

During the Opening Workshop of each respective area, which will be held on Friday, the Officers of the Workshop will be elected, and they will attend a workshop provided by ELSA International right after the end of the opening session in order to receive the detailed guidelines of their tasks. If you are interested in becoming a Workshop Officer, please contact the respective member of the International Board, as soon as possible, in order to volunteer.

What is an International Council Meeting Officer?

There are nine to fifteen International Council Meeting Officers supporting the International Council proceedings during each ICM: the *Chair*, the *Vice Chair*, two to four *Secretaries*, two to six *Tellers*, and three members of the *Nominations Committee*. The International Council Meeting Officers ensure that some of the most important tasks regarding the plenary sessions of an International Council Meeting are carried out properly.

The role of the Chair of the Plenary is to ensure that the International Council Meeting agenda is respected and adhered to, to supervise and assist the other International Council Meeting Officers, to invite people to address the International Council, to decide when to put proposals to a vote, to supervise the voting procedure, to announce the result of the voting procedure, to supervise

THE INTERNATIONAL COUNCIL MEETING GUIDE

the election procedure, to bring the meeting to order and to resolve any question concerning the International Council Meeting proceedings.

The role of the Vice Chair is to assist the Chair and stand in for him or her in the event of his or her absence.

The role of each Secretary is to keep the minutes of the plenary sessions. The Secretaries are responsible to the Secretary General of the International Board and should always refer to her in case of difficulty.

The role of each Teller is to count the votes, compare the results of the counting procedure, and inform the Chair about the result. The Tellers shall not be voting delegates.

The role of each member of the Nominations Committee is to receive nominations for all the elections and to announce them to the International Council. Therefore, it is recommended that the Nominations Committee is comprised of well-known individuals in the ELSA Network so that it is easier for people to find and approach them.

OBLIGATIONS OF THE NATIONAL GROUPS

OBLIGATIONS OF THE NATIONAL GROUPS

Important information!

In accordance with article 7.3 of the Statutes of ELSA, the voting rights of a Member National Group are suspended during an ICM, if the National Group:

- a. has not fulfilled its **financial obligations** towards ELSA, or
- b. has not submitted the **State of the Network Inquiry** (SotN Inquiry) to the International Board;
- c. has not submitted the **Letter of Authorisation** to the Secretary General of the International Board; and
- d. has not submitted the **Local Group Report** to the International Board.

For this purpose, please address all financial enquiries concerning debts towards ELSA to the Treasurer of the International Board in due time **until the 6th of November 2020, 23:59 CET** at treasurer@elsa.org.

Moreover, the SotN Inquiry must be thoroughly filled out and submitted electronically to the International Board **until the 25th of October 2020, 23:59 CEST**, 14 days before the opening of the International Council Meeting as stated in the International Council Meeting Decision Book. The 29th State of the Network Inquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Deputy Secretary General of the International Board at secgen@elsa.org.

Additionally, the Local Group Report had to be submitted to the Deputy Secretary General of the International Board **until the 31st of August 2020, 23:59 CEST**. Please note that if you have not submitted the Local Group on time, the voting rights of your National Group will be suspended for the duration of the International Council Meeting. It is in the discretion of the Deputy Secretary General of the International Board to accept a late submission of the properly filled in Local Group Report before the opening of the International Council Meeting to ensure quorum. The Local Group Report has already been sent out and you may find it [here](#).

According to article 5.5 of the Standing Orders of ELSA, for the delegates representing a Member National Group to be allowed to participate in the International Council, they must be duly authorised to vote in the International Council on behalf of their National Group and must, therefore, send to the Deputy Secretary General of the International Board the **Letter of Authorisation** signed by two elected National Board members of the respective National Group **until the 6th of November 2020, 23:59 CET**. Each Letter of Authorisation shall be accompanied with a list of Local Groups that are currently Members and Observers of the respective National Group. A template of the Letter of Authorisation can be found [here](#).

In order for the International Council to reach the necessary quorum, as stated in article 7.4 of the Statutes of ELSA and be fully competent, it is highly recommended that the Member National Groups, which are not going to be represented in the International Council by their own delegates, give a **proxy** to another Member National Group following the rules of article 5.6 of the Standing Orders of ELSA. A template of proxy can be found [here](#). The deadline to submit a proxy to secgen@elsa.org is **the 6th of November 2020, 23:59 CET**.

REMINDERS

REMINDERS

General Reminder

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

“Be prepared to speak and to speak be prepared!”

To be prepared for the Workshops:

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs: [ICM Constanta](#) and [ICM Online](#);
- Read the [Statutes and Standing Orders of ELSA](#);
- Read the [52nd edition of the International Council Meeting Decision Book](#)
- Read the [One Year Operational Plan](#) of the International Board for the term 2020/2021.

To be prepared for being celebrated as a true legend:

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- Consider being a member of the Nominations Committee;
- Consider running for the position of Secretary General, Treasurer or Vice President in charge of Marketing of the International Board of ELSA 2020/2021;
- Consider running for the position of Internal Auditor or Internal Vice Auditor of ELSA 2020/2021.

To be prepared for the time of your life...

- Bring your good mood and happy smiles!
- Bring all of your ELSA Spirit!

REMINDERS

Deadline for Nominations

The deadline for nominations for:

**SECRETARY GENERAL OF THE INTERNATIONAL BOARD OF ELSA
2020/2021;**

TREASURER OF THE INTERNATIONAL BOARD OF ELSA 2020/2021;

**VICE PRESIDENT IN CHARGE OF MARKETING OF THE INTERNATIONAL
BOARD OF ELSA 2020/2021;**

**INTERNAL AUDITOR AND VICE AUDITOR OF ELSA INTERNATIONAL
2020/2021;**

is on Monday, 9th of November 2020, at 23:59 CET.

and

COUNCIL GUESTS FOR ICM BRNO SPRING 2021

is on Friday, 13th of November 2020, at 23:59 CET.

REMINDERS

Call for the Secretary General of the International Board of ELSA 2020/2021

The European Law Students' Association

Do you want to take part in the development
of the ELSA Network?

Would you like to devote your knowledge and
skills to our Association?

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF

**SECRETARY GENERAL OF THE INTERNATIONAL
BOARD OF ELSA
2020/2021!**

REMINDERS

Call for the Treasurer of the International Board of ELSA 2020/2021

The European Law Students' Association

Do you want to take part in the development
of the ELSA Network?

Would you like to devote your knowledge and
skills to our Association?

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF

**TREASURER OF THE INTERNATIONAL BOARD OF ELSA
2020/2021!**

REMINDERS

**Call for the Vice President in charge of Marketing of the International Board of ELSA
2020/2021**

The European Law Students' Association

Do you want to take part in the development
of the ELSA Network?

Would you like to devote your knowledge and
skills to our Association?

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA!

RUN FOR THE POSITION OF

**VICE PRESIDENT IN CHARGE OF MARKETING OF THE
INTERNATIONAL BOARD OF ELSA
2020/2021!**

REMINDERS

What is the role of the International Board of ELSA?

The International Board is the supreme executive body of ELSA. The tasks of the International Board are to represent ELSA, to carry out and be responsible for the day-to-day running and management of ELSA's fields of activity, to advance the aims and efficiency as well as to execute and implement Council decisions.

Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all Members and Observers of ELSA. The Secretary General shall also be responsible for identifying any non-observances in this field and shall make all the necessary resources available to correct any inconsistencies. The Secretary General is also in charge of directing the work of the Council. One of the main responsibilities is to keep in contact with the International Trainers' Pool and organise training sessions throughout the Network as well as to develop the Human Resources and information systems in the ELSA Network. The Secretary General is also responsible for the communication and administration of the ELSA International.

Treasurer

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounts, the property, and the payments of ELSA International as well as the arrangement of internal financial control. These tasks include budget control, budget making, accounting, bookkeeping and preparation of both interim and final accounts of ELSA International. The Treasurer is the Chairman of the Board of Directors of the ELSA Development Foundation and he or she is also working actively in the field of grants.

Vice President in charge of Marketing

The Vice President in charge Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertising for various publications and for the website. He or she is also responsible for the production and editing of Synergy Magazine, the production of internal presentation and marketing materials for the key areas, and the representation of ELSA towards externals. One of the main responsibilities that the Vice President for Marketing has is to define marketing strategies for all matters related to ELSA and its activities.

Electoral Procedure for the International Board

A person running for a position in the International Board must be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

The nominations must be sent to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the International Board. This deadline is set at 23:59 CET on the second day of the International Council Meeting unless the International Council decides to prolong the deadline. The specific procedure used during this Online ICM can be found on page 29.

REMINDERS

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 CET on the day before the Final Plenary session. The presentation shall include a personal CV, an ELSA CV and an Action Plan for the term in office as member of the International Board. It is also recommended that the presentation includes a Letter of Motivation.

During the Candidacy Workshop, all the candidates will first present themselves and their candidature and after that they will be granted some time to answer questions from the Workshop participants. If there are several people running for the same board position, the nominees have to leave the Workshop during the presentation of the other nominees.

During the Final Plenary session, the nominees are all given five minutes to present themselves and their candidature and ten minutes to answer questions from the International Council. If there are several people running for the same board position, the nominees have to leave the room during the presentation of the other nominees.

REMINDERS

Call for Internal Auditor and Internal Vice Auditor of ELSA 2020/2021

The European Law Students' Association

Are you an accurate person?

Do you have a special interest in financial matters
as well as basic knowledge about accounting and auditing?

If you answered “yes” to both questions,
do not hesitate to run for:

**INTERNAL AUDITOR OR
INTERNAL VICE AUDITOR
OF
ELSA INTERNATIONAL 2020/2021!**

REMINDERS

What is the role of the Internal Auditor of ELSA?

The Internal Auditors and the Internal Vice Auditor are three neutral and independent people who are auditing the accounts of ELSA and the ELSA Development Foundation.

The Internal Auditors are elected by the International Council during the second International Council Meeting of the year. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the interim and final accounts of the respective year they have been elected for; the Vice Auditor is only active if one of the Auditors is not able to fulfil his or her tasks.

The Internal Auditors are responsible for checking the documents and accounts in the headquarters of ELSA in Brussels.

What are the general responsibilities of the internal auditors?

- Travelling to Brussels in order to control the accounts of ELSA and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA and the ELSA Development Foundation;
- Presenting the Internal Auditors' report at the International Council Meeting.

What are the references/qualifications to become an Internal Auditor?

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No active involvement in ELSA International or any National Groups of ELSA for the term 2020/2021. Elected or appointed positions at Local Level or as Auditor at any level is acceptable.

Electoral Procedure for the Internal Auditors of ELSA International

A person running for a position in the Internal Auditors' team must be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

The nominations must be handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the Internal Auditors' team. This deadline is set at 23:59 CET on the second day of the International Council Meeting unless the Council decides to prolong the deadline. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 CET on the day before the Final Plenary session. The presentation shall include a personal CV and an ELSA CV. It is also recommended that the presentation includes a Letter of Motivation.

During the Final Plenary session, the nominees are all given five minutes to present themselves and their candidature and 10 minutes to answer questions from the Council. If there are more

REMINDERS

people running for the same position than there are positions, the nominees have to leave the room during the presentation of the other nominees.

Please note that this call is only for one Internal Auditor and one Internal Vice Auditor since one Auditor has already been elected for the term 2020/2021 at the ICM Online, Spring 2020.

REMINDERS

Nomination and Election of Council Guests for ICM Brno Spring 2021

At each International Council Meeting, the Council elects a maximum of three individuals as Council Guests for the next International Council Meeting.

Council Guests are often elected amongst those people who have made a particular contribution to ELSA and who would not otherwise have the right to attend the following International Council Meeting.

Each candidate shall be nominated by a Member National Group and seconded by another Member National Group. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The deadline for nominations for Council Guests is set at 23:59 CET on the day before the Final Plenary session.

REMINDERS

Memento**Voting Rights in the Plenary**

Each Member National Group has three voting rights and may split them during any voting procedure according to the will of its voting delegates. Your National Group is **NOT** eligible to vote in the Plenary unless:

1. the National Board has filled in and submitted the **State of the Network Inquiry** to the International Board at least 14 days before the opening of the International Council Meeting;

Please make sure that the Deputy Secretary General of the International Board has received the responses of your National Group to the State of the Network Inquiry.

2. the National Board has **paid out all debts** due to ELSA;

Please confirm the debt situation of your National Group with the Deputy Treasurer of the International Board prior to the International Council Meeting.

3. the National Board has submitted the Local Group Report to the International Board in due time

Please make sure that the Deputy Secretary General of the International Board has received the Local Group Report of your National Group.

4. its delegates in the ICM have sent the **Letter of Authorisation** to the Deputy Secretary General of the International Board.

You may find the template for the Letter of Authorisation in [Annex 8](#).

Letter of Authorisation

The Letter of Authorisation must include:

- the contact details of your National Group;
- the names of the delegates of your National Group who are allowed to vote during the voting process;
- the names of all other delegates representing your National Group;
- the list of Local Groups that are currently Members or Observers of your National Group (please indicate the status of each local group); and
- the signatures of two elected National Board members authenticating the letter.

The Letter of Authorisation should be filled in and sent **until the 6th of November 2020, 23:59 CET** if you wish to receive your voting rights. Please make sure that the Letter of Authorisation is submitted to the Deputy Secretary General of the International Board in due time.

Proxy

If your National Group is a Member of ELSA and will not be represented by its own delegates at the International Council Meeting, the National Board can give a proxy to another Member which will speak and vote on behalf of the proxy-giver.

REMINDERS

The Proxy must include:

- the names of the National Group which gives a proxy and of the National Group that receives the proxy;
- the dates during which the proxy will be valid;
- the signatures of two elected National Board members authenticating the letter; and
- the contact details of a person responsible from the proxy-giver National Group.

The Proxy should be filled in and sent to the Deputy Secretary General of the International Board **until the 6th of November 2020, 23:59 CET** at secgen@elsa.org so that your voting rights be given to the National Group acting as proxy. You can find a draft Proxy in [Annex 9](#).

Reporting Time

This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the plenary sessions.

Voting Rights in the Workshops

In the Workshops, both area and joint ones, each Member National Group has only one vote, no matter how many people from the same National Group are present. Make sure that you prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the Workshops.

Plenary Presentations

During the plenary sessions, the National Groups may present their events and activities if they wish to inform the ELSA Network about them and attract participants.

In order to ensure the best possible efficiency to the International Council proceedings, we hereby set some rules for the National Groups interested in making a presentation during the plenary sessions:

- The demonstration of any presentations during the plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if not matching the following criteria:
 1. having an appropriate length (between three and five minutes);
 2. be in accordance with the principles of ELSA;
 3. be sent to the Deputy Vice President in charge of Marketing of the International Board until the 6th of November 2020, 23:59 CET.
- The priority of acceptance will be as follows:
 1. International Internal Meetings;
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Other events or activities.

ONLINE INTERNATIONAL COUNCIL MEETING

ONLINE INTERNATIONAL COUNCIL MEETING

In these guidelines, you can find all the necessary information for preparations and efficient conduct of the second online International Council Meeting of ELSA. In order to ensure the smooth running of the plenaries, please read these guidelines carefully.

Please bear in mind that this is only the second time when the International Council Meeting takes place online and the International Board of ELSA has worked on it very hard. We will have technical assistance provided by ClickMeeting platform for the plenaries, however, we might still face some technical difficulties and we are asking you to be patient and understanding.

The International Council Meeting will be held in plenary and workshop sessions which will be hosted by different platforms - ClickMeeting and Google Meet.

As communicated in the summoning of the 78th International Council Meeting of ELSA, the International Board of ELSA has decided to allow **three delegates per National Group to be voting delegates for the plenaries and, therefore, attendees of the ClickMeeting platform.** However, the International Board of ELSA has created a [Facebook Group](#) where any ELSA member willing to watch a live-streaming of the 78th International Council Meeting can be added.

Voting Rights

Make sure to submit the State of the Network Inquiry, Local Group Report, Letter of Authorisation and any pay debts towards ELSA International on time.

Responsibilities of the plenary attendees of the International Council Meeting

The three representative (voting delegates) who were indicated as attending the plenaries in the application form for the LXXVIII ICM Online will receive an ID and the code for participation in the ClickMeeting. They shall register their name at the ClickMeeting platform as “ELSA X 1”, “ELSA X 2”, “ELSA X 3” (e.g. ELSA International 1, ELSA International 2, ELSA International 3) and attend all plenary sessions for the International Council Meeting.

In order to avoid any technical difficulties, every voting delegate shall:

- Restart their computer or respective device prior to each plenary;
- Make sure that the battery of the respective device is charged and the charger is available when necessary;
- Test their microphone and headphones prior to each plenary;
- Check their internet upload/download speed which shall be at least 3 Mbps.

If you are facing any technical difficulties please communicate to the Deputy Secretary General of the International Board via email at secgen@elsa.org. Make sure to arrange your schedule so that you can fully focus on the conduct of the International Council Meeting.

Only the Chair and Vice Chair will have their cameras and microphones on for the whole duration of the plenary. The cameras and microphones of the speakers will be activated when these have been granted the right to speak by the Chair or Vice Chair.

 ONLINE INTERNATIONAL COUNCIL MEETING

Finger rules for the duration of the International Council Meeting

- i** New topic;
- ii** Direct comment;
- iii** End of the discussion;
- b** Thumbs up;
- p** Thumbs down;
- T** Technical issue (you cannot hear etc.);
- R** Remove from the speakers' list;
- C** Clarification.

Secretaries

For efficient running of the International Council Meeting we will need two to four Secretaries. They shall not be voting delegates, therefore, if you wish members of your National Group to be Secretaries you should ensure that they are ready to undertake their responsibilities and be there for the whole duration of the International Council Meeting.

Secretaries will be additionally added to the ClickMeeting as attendees after their election, however, we wish to highlight that they are going to be there for their respective tasks and not to represent their National Group and vote or speak on its behalf. Moreover, please take into consideration that if we receive more than necessary number of nominations for these positions procedure for their election will be more complicated and time-consuming and will require a different voting system than the one set up for the rest of the votings.

According to Article 7.4 of the Standing Orders of ELSA, this is the procedure that we will be obliged to follow:

7.4 Procedure for Excessive Number of the Nominated International Council Meeting Officers In case the number of International Council Meeting Officers nominated for the same position exceeds the number of available spots, the following election procedure shall apply:

- a. Each Member may cast a number of votes corresponding to the number of available spots;*
- b. If the voting is carried out secretly and the procedure is not followed, the ballot sheet shall be considered invalid and the voting procedure shall not be repeated;*
- c. If, after the first voting, the elected International Council Meeting Officers do not meet the minimum number required, a second voting shall be held for the Nominated International Council Meeting Officers that received the highest number of votes in favour. The number of Nominated International Council Meeting Officers for election shall be equal to the number of remaining available spots;*
- d. The voting shall follow the procedure set under Article 7.4.a;*
- e. If, after the second voting, International Council Meeting Officers corresponding to the required minimum number of such Officers are not elected, the Chair shall either:*
 - i. Ask for new nominations and proceed to the voting on the new Nominated International Council Meeting Officers, if any;*
 - ii. Postpone the election to the next plenary session, if any.*
- f. If, after the second voting, International Council Meeting Officers corresponding to the required minimum number of such Officers are not elected, the Chair shall ask for new nominations and proceed to the voting on the new Nominated International Council Meeting Officers. The voting shall follow the procedure set under Article 7.4.a;*

ONLINE INTERNATIONAL COUNCIL MEETING

- g. *The procedure set under this Article shall be followed until the required minimum number of the International Council Meeting Officers are elected. The Chair may postpone the election of International Council Meeting Officers for the remaining available spots to the next plenary session, if any.*

Nominations Committee

The Nominations Committee consists of three people and who may be the voting delegates. The election for the Nominations Committee is the same procedure as mentioned above, therefore, we kindly ask you to avoid nominating more than the necessary number of candidates.

Nominations Procedure for the International Board, Auditors and Council Guests

In order to nominate and second a candidate for a position in the International Board, an Internal Auditor, a Vice Auditor or a Council Guest, Member National Groups of ELSA shall fill in the Nomination Sheet or Seconding Sheet respectively and send the sheet via email to the respective candidate. The respective candidate shall fill in the Confirmation Sheet, forward both emails from the Nominating and Seconding Member National Groups as well as send in their Confirmation Sheet to the Nominations Committee at nominations.committee@elsa.org. The relevant sheets may be found in [Annex 10](#). The period for submitting nominations opens after the Opening Plenary and closes on Monday, 9th of November 2020, 23:59 CET for candidates to the International Board or Auditors and Friday, 13th of November 2020, 23:59 CET for Council Guests.

Information for the candidates

The election procedure of both the new International Board of ELSA and the Auditors of ELSA remains unaltered, i.e. each candidate has five minutes to present their speech during the plenary session and the voting delegates have 10 minutes for a Q&A session with each candidate.

For contested positions, the contested candidate shall “leave the room” when their counter candidate gives their speech and answers questions, i.e. exit the ClickMeeting platform and/or stop livestreaming the plenary session. Before the contested candidate leaves the plenary session, the Chair of the plenary will read out the following oath and ask whether the candidate swears to comply:

“Do you (name, surname) solemnly promise that you will abide by the Statutes and Standing Orders of ELSA and the guidelines for the online International Council Meeting and that you will not follow the speech and Q&A of your counter candidate or accept assistance from any source in any way during the plenary”.

The contested candidate shall affirm that they will. The Chair will then remind that:

“Upon failure to comply with the regulations the Chair will inform the International Council.”

The contested candidate shall join a separate call with either the Chair or the Vice Chair of the plenary for the duration of the speech and the Q&A session of the counter-candidate. During this separate call the Chair will observe and ensure the compliance with the regulations.

The presenting candidate may commence their five minute speech only after the Chair confirms that the procedure is followed and everything is in order in the separate call with the contested candidate.

ONLINE INTERNATIONAL COUNCIL MEETING

Area Workshops

Each National Group may send one representative to each Area workshop with the exception of the AA workshop (National Groups with filled positions for both the Vice President in charge of Academic Activities and the Vice President in charge of Moot Court Competitions may send two representatives respectively to the AA workshop). The National Board may freely decide who their workshop representatives are, whether it is a member of the National Board, a director, an assistant, a member of a Local Board, etc. Every National Group holds one vote in each workshop.

Additionally, candidates who have sent out their candidacy materials may attend the respective workshops. The candidates may gain access to the workshop by contacting the respective member of the International Board of ELSA. Candidates will have the right to speak in workshops, upon approval of the Chair or Vice Chair of the Workshop, but do not hold any voting rights unless they are representing their National Group as representatives.

Voting in the workshops

After discussions the Chair of the workshop will open the voting. As usual every National Group will have to vote either in favour, against or abstain. In order to vote, every representative with the voting rights will have to write in the chat of the Workshop one of the following when prompted by the Chair or Vice Chair of the Workshop:

- ELSA [Insert Name of National Group] In Favour
- ELSA [Insert Name of National Group] Against
- ELSA [Insert Name of National Group] Abstention

ELSA International Team

The ELSA International Team may participate in their respective Area workshops with the permission of the respective member of the International Board. Members of the ELSA International Team will have the right to speak in workshops, upon approval of the Chair or Vice Chair of the Workshop, but do not hold any voting rights.

The members of the ELSA International Team will automatically be added to the Facebook Group of the International Council Meeting and have the opportunity to watch the live-streaming of the plenaries.

Voting

The voting will be held via the Nemovote platform. The three voting delegates will receive the credentials for their National Group ahead of the Opening Plenary. The voting will be opened during the plenaries. In order to ensure transparency, after all the votes are cast, the results will appear on the screens of all voting delegates. In order to familiarise yourselves with the platform, you may use the demo version which may be found on the following link. The necessary credentials are:

- Username: demouser
- Password: ilovenemovote

The platform is very user friendly and easy to navigate. Additionally, it is secure and ensures the anonymity necessary for the secret voting.

ONLINE INTERNATIONAL COUNCIL MEETING

Together with the Chair and the Vice Chair of the plenaries, the International Board of ELSA will hold a “test” International Council Meeting on Saturday, the 31st of October 2020, at 17:00 CET, where all the voting delegates will be given an access to the ClickMeeting platform to test it and the voting platform. Every voting delegate is expected to attend the test International Council Meeting.

The International Board of ELSA has put in their best efforts to cover all information necessary in these guidelines. However, since this is the first International Council Meeting taking place online, there might be some issues that are not tackled in these guidelines. In case you have any questions, please refer them directly to the deputy Secretary General of the International Board of ELSA at secgen@elsa.org.

The International Board of ELSA reserves the right to amend these guidelines with the obligation to notify the Network about any and all changes thereto.

ICM TIMETABLE

DRAFT TIMETABLES AND AGENDAS

ICM TIMETABLE

General Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November													
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday													
09:00	Free	Breakfast																		
09:30																				
10:00		Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary													
10:30																				
11:00																				
11:30																				
12:00																				
12:30																				
13:00		Lunch																		
13:30																				
14:00																				
14:30	Opening Plenary	Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary													
15:00																				
15:30		Break	Break		Break	Break														
16:00																				
16:30		Workshops	Workshops		Workshops	Workshops														
17:00	Opening Workshop																			
17:30	Workshops	Workshops			Workshops	Workshops														
18:00								Opening Workshop												
18:30	Workshops	Workshops			Workshops	Workshops														
19:00	Officers and Freshers' Workshop							Reporting Time & Dinner												
19:30	HoD																			
20:00	Dinner																			
20:30																				
21:00	Social																			
21:30																				

DRAFT PLENARY AGENDA

DRAFT PLENARY AGENDA**Opening Plenary: Sunday, 8th November 2020**

- 15:00 **Opening of the LXXVIII International Council Meeting**
Weronika Banska, President of the International Board of ELSA
- 15:10 **Presentation of the Chair and the Vice Chair of the Plenary**
Sina Gertsch, Deputy Secretary General of the International Board of ELSA
- 15:20 **Presentation of the ELSA International Team 2020/2021**
The International Board 2020/2021
- 15:40 **Announcement of the list of votes**
Sina Gertsch, Deputy Secretary General of the International Board of ELSA
- 15:50 **Election of the Council Meeting Officers: two to four Secretaries and three members of the Nominations Committee**
Chair and Vice Chair
- 16:20 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair and Vice Chair
- 16:50 **Approval of the Minutes of the LXXVII International Council Meeting Online, spring 2020**
Chair and Vice Chair
- 17:00 **Diversity and Inclusion in ELSA**
Marine Richert, Assistant for Diversity and Inclusion of ELSA International
- 17:30 **Questions and Answers with the International Board of ELSA**
Chair
- 17:50 **Information regarding the Officers' Workshop**
Sina Gertsch, Deputy Secretary General of the International Board of ELSA
- 18:00 **End of the Opening Plenary**
Chair and Vice Chair

DRAFT PLENARY AGENDA

Mid Plenary: Wednesday, 11th November 2020

- | | |
|-------|--|
| 10:00 | Opening of the Mid Plenary
Chair |
| 10:05 | Revision of the list of votes
Sina Gertsch, Deputy Secretary General of the International Board of ELSA |
| 10:10 | Announcement of nominations
Nominations Committee |
| 10:15 | Presentation and approval of the IM workshop related proposals
Chair and Workshop Chair |
| 11:20 | Presentation and approval of the BEE workshop related proposals
Chair and Workshop Chair |
| 11:30 | Presentation and approval of the FM workshop related proposals
Chair and Workshop Chair |
| 11:50 | Presentation and approval of the MKT workshop related proposals
Chair and Workshop Chair |
| 12:10 | Presentation and approval of the AA & MCC workshop related proposals
Chair and Workshop Chair |
| 12:40 | Presentation and approval of the S&C workshop related proposals
Chair and Workshop Chair |
| 13:10 | Presentation and approval of the STEP workshop related proposals
Chair and Workshop Chair |
| 13:40 | Break |
| 15:30 | Revision of the list of votes
Sina Gertsch, Deputy Secretary General of the International Board of ELSA |
| 15:40 | Presentation and approval of the Joint IM, MKT and FM workshop related proposals
Chair and Workshop Chair |
| 16:00 | Presentation and approval of the Joint MKT and S&C workshop related proposals
Chair and Workshop Chair |
| 16:10 | Presentation and approval of the Joint AA/MCC and STEP workshop related proposals
Chair and Workshop Chair |

DRAFT PLENARY AGENDA

- 16:30 **Presentation and approval of the proposed revision of the Budget of ELSA International 2020/2021**
Chair and Workshop Chair
- 16:25 **Presentations of the Network**
Chair and Network
- 17:25 **Presentation of the Council of Europe**
- 18:00 **End of the Mid Plenary**
Chair

DRAFT PLENARY AGENDA

Final Plenary: Saturday, 14th November 2020

- 10:00 **Opening of the Final Plenary**
Chair
- 10:05 **Revision of the list of votes**
Sina Gertsch, Deputy Secretary General of the International Board of ELSA
- 10:15 **Announcement of nominations**
Nominations Committee
- 10:20 **Presentation of the nominated Council Guests for LXXIX ICM Brno 2021**
Nominations Committee
- 10:30 **Presentation of the Annual Report of the International Board of ELSA 2019/2020**
Diomidis Afentoulis, President of the International Board of ELSA 2019/2020
- 11:00 **Presentation of the Final Accounts of ELSA International 2019/2020**
Sotiris Vergidis, Treasurer of the International Board of ELSA 2019/2020
- 10:20 **Internal Auditors' Report of ELSA International 2019/2020**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International 2019/2020
- 11:40 **Presentation of the Final Accounts of the ELSA Development Foundation 2019/2020**
Sotiris Vergidis, Treasurer of the International Board of ELSA 2019/2020
- 12:00 **Internal Auditors' Report of the ELSA Development Foundation 2019/2020**
Glen Schirling and Karol Szakiel, Internal Auditors of ELSA International 2019/2020
- 12:20 **Relief of Responsibility for the International Board 2019/2020**
Chair
- 12:30 **Lunch Break**
- 14:00 **Revision of the list of votes**
Sina Gertsch, Deputy Secretary General of the International Board of ELSA
- 14:10 **Presentation and Q&A for the Candidate(s) for Internal Auditor of ELSA International 2020/2021**
Chair and Candidate(s)
- 14:30 **Presentation and Q&A for the Candidate(s) for Internal Vice Auditor of ELSA International 2020/2021**
Chair and Candidate(s)

DRAFT PLENARY AGENDA

- 14:50 **Presentation and Q&A for the Candidate(s) for the position of Vice President in charge of Marketing of the International Board of ELSA 2020/2021**
Chair and Candidates
- 15:10 **Presentation and Q&A for the Candidate(s) for the position of Treasurer of the International Board of ELSA 2020/2021**
Chair and Candidates
- 15:30 **Presentation and Q&A for the Candidate(s) for the position of Secretary General of the International Board of ELSA 2020/2021**
Chair and Candidates
- 15:50 **Presentation of the voting procedure and voting**
Chair and Vice Chair
- 16:20 **Announcement of the results**
Chair and Vice Chair
- 16:40 **Miscellaneous**
- 17:00 **Closing of the LXXVIII International Council Meeting**
Weronika Banska, President of the International Board of ELSA

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November											
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday											
09:00	Free	Breakfast																
09:30																		
10:00		International update and State of the Network	Proposals	Mid Plenary	Alumni Engagement - Joint with IM	Educational cycle of ELSA	Final Plenary											
10:30						On the way to diversity & inclusion												
11:00		40 years of BEEing amazing			World of youth NGOs													
11:30								Free										
12:00																		
12:30																		
13:00		Lunch																
13:30																		
14:00																		
14:30		Professional Development	Board reform 2.0 - Joint with IM	Mid Plenary	ELSA Advocacy Programme	Annual Report	Final Plenary											
15:00	IB&NG alliance	Relief of responsibility and Final Accounts - Joint with FM																
15:30		Break																
16:00		Break	Break			Break												
16:30			The future of ELSA		Miscellaneous & closing													
17:00		External workshop	Quality Management - Joint with IM															
17:30	Opening Workshop				Free	Free												
18:00																		
18:30																		
	Officers and Freshers' Workshop	Reporting Time & Dinner																
19:00	HoD																	
19:30	Dinner																	
20:00																		
20:30																		
21:00	Social																	
21:30																		

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Preparations and Reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXVII International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 52nd Edition](#);
- Read the One Year Operational Plan (OYOP) of ELSA International 2020/2021;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXVIII ICM!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions. To access some of the documents above visit officers.elsa.org and use the following data:

Username: officer

Password: 7zXZZNq

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the President of the International Board of ELSA at president@elsa.org.

Use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) as well as [ELSA BEE TEAM 2020/2021](#) Facebook group and start a discussion even before the LXXVIII International Council Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome to the BEE Workshop!



Weronika Banska

President

The International Board of ELSA 2020/2021

Draft Agenda**Sunday, 8th November 2020***18:00 – 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, Vice Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop.

Outcome

Election of Workshop Officers.

Approval of the Agenda and drafting of Workshop Rules.

Getting to know other officers.

Preparation

None.

*19:00 – 19:30***OFFICERS AND FRESHERS' WORKSHOP****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.

Presenting to new members content of the meeting.

Preparation

None.

*19:30 – 20:00***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

Preparation

No preparation is required.

Monday, 9th November 2020

10:00 – 11:30

INTERNATIONAL UPDATE AND STATE OF THE NETWORK**Description**

We will start our November meeting with a short report on activities at the international level. The results of State of the Network will be also analysed to jointly build a plan for improving the quality of our initiatives and tackling shortcomings.

Outcome

Updating participants about the work of the international team.
Suggestions and advice for the next months based on SotN conclusions.

Preparation

Please, prepare the list of questions which you would like to ask and revise your SotN answers.

11:30 – 13:00

40 YEARS OF BEEING AMAZING**Description**

4th May 2021 will mark the 40th anniversary of ELSA. Such an occasion demands dedicated celebration. We will discuss our plans and ideas and decide how BEE. Officers may engage in the process.

Outcome

Getting to know the plans for celebrating the 40th anniversary of ELSA.
Sharing the ideas for engagement.

Preparation

None.

13:00 – 14:30

LUNCH

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

*14:30 – 15:30***PROFESSIONAL DEVELOPMENT****Description**

The newest category of projects in ELSA waits for discoverers. During this workshop we will get to know the idea behind this focus and discuss the ways for supporting our Key Area Officers in this journey.

Outcome

Getting to know the plans for professional development strategy.
Creating the lists of actions for supporting the initiatives.

Preparation

None.

*15:30 – 16:30***IB&NG ALLIANCE****Description**

We used to talk about mutual understanding and support between the International Board and National Groups but it's easier to say than put into practice. During this workshop, you will have the chance to get to know about new idea for collaboration in the external relations' field.

Outcome

Presenting the new strategy for cooperation between the International Board and National Groups.

Preparation

None.

*16:30 – 17:00***BREAK***17:00 – 19:00***EXTERNAL WORKSHOP****Description**

At the end of the day, a surprise! When representing the law students' association, we have a duty to ensure the appropriate legal basis for our activities. However, we all know that writing contracts is not the easiest task. During this workshop, together with an Arnold & Partner representative, we will discuss the most important elements of our contracts and train drafting.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Outcome

Better skills in drafting contracts.

Preparation

None.

Tuesday, 10th November 2020

10:00 – 11:30

BEE PROPOSALS**Description**

During the Opening Workshop, we will present and discuss BEE related proposals.

Outcome

Workshop recommendations regarding the BEE proposals.

Preparation

Please, read proposal no 21 and [Annex 6](#) and be ready to take part in the discussion.

11:30 – 13:00

BOARD REFORM 1.0. – JOINT WITH IM**Description**

One of the most important goals for this term and probably one of the most crucial structural changes in past years. Together with IM Officers we will work on creating the exhaustive list of tasks and responsibilities, its division and new structure of the executive body of our Association.

Outcome

Workshop recommendations regarding Board reform.

Preparation

Be ready to bring your ideas and discuss thereof.

13:00 – 14:30

LUNCH

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

14:30 – 16:30

BOARD REFORM 2.0. – JOINT WITH IM**Description**

Second part of the Board reform workshop.

Outcome

Workshop recommendation regarding Board reform.

Preparation

Be ready to bring your ideas and discuss thereof.

16:30 – 17:00

BREAK

17:00 – 19:00

QUALITY MANAGEMENT – JOINT WITH IM**Description**

For years we have been talking about focusing on quality rather than quantity when it comes to our Network. It is time to actually prepare a plan on how we can achieve true quality management.

Outcome

Workshop recommendations for preparing the change of the regulations regarding to Observer status, Membership and Demotion criteria.

Preparation

Be ready to discuss.

Thursday, 12th November 2020

10:00 – 11:30

ALUMNI ENGAGEMENT – JOINT WITH IM**Description**

During this workshop we will discuss the importance of having a National Alumni Network and we will provide information on how to best set up National Alumni Networks.

Outcome

Getting to know the benefits of collaborating with Alumni Network.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Presenting how to create own. National Alumni Network.

Preparation

None.

11:30 – 13:00

WORLD OF YOUTH NGOS**Description**

ELSA is not the lonely island. We are surrounded by sister associations on other continents and a variety of different student organisations from all over the world. During this workshop, we will look for synergies together, discuss the possibilities of cooperation and support for our initiatives.

Outcome

Getting to know structure and projects of other youth NGOs.
Recommendations for international and national collaboration.

Preparation

Check which youth NGOs work in. your country and be ready to discuss.

13:00 – 14:30

LUNCH

14:30 – 16:00

ELSA ADVOCACY PROGRAMME**Description**

With the beginning of the term we decided to work on the concrete strategy of actions for developing the ELSA Advocacy Programme. Therefore, you will be introduced to our plans and priorities. Moreover, it will be also a chance to present your own approach to it as well as the list of actions and tools.

Outcome

Getting to know the international structure of ELSA Advocacy Programme for this year.
Sharing advocacy experience with other officers.

Preparation

If you conduct your own Advocacy programme, be ready to present its pillars and implementation strategy.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

16:00 – 16:30

BREAK

16:30 – 18:00

THE FUTURE OF ELSA**Description**

While focusing on putting into practise our priorities, we can forget that this term will not finish the restructure. That's why we will devote some time to discuss next goals and possibilities trying to create a clear path for next generation of Officers.

Outcome

Setting goals for the future development of the Association.

Preparation

Review the Strategic Goals 2019-2023 and prepare the list of your priorities for next years. Be ready to discuss your ideas with other participants.

Friday, 13th November 2020

10:00 – 11:00

EDUCATIONAL CYCLE OF ELSA**Description**

Our Association organises several educational projects each year. We have ELSA International Team dedicated to educational initiatives. One of our purposes refers to education but do we all know what the new educational cycle consists of? How can we support our Officers? Let's check it out!

Outcome

Getting to know the educational cycle of ELSA.

Preparation

None.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

11:00 – 12:30

ON THE WAY TO DIVERSITY & INCLUSION**Description**

Have you ever wondered what does it mean to live and work in diverse and inclusive environment? We used to think about it as something pretty natural. However, different researches and analysis prove something different. During this workshop we will discuss about the necessary steps to take in order to provide our organisation with best standards and practices on each level.

Outcome

Getting to know the content of D&I policies in organisations.

List of recommendations for standards and practices to introduce or maintain.

Preparation

None.

12:30 – 14:30

LUNCH

14:30 – 15:00

ANNUAL REPORT**Description**

This workshop will be dedicated to summary of the work done during previous term. Diomidis Afentoulis, President of ELSA International 2019/2020, will present the outcomes included in Annual Report of ELSA International 2019/2020.

Outcome

Getting to know the achievements of the previous International Board of ELSA.

Preparation

Read carefully the Annual Report of ELSA International 2019/2020 ([Annex 1](#)) and be ready to ask your questions.

15:00 – 16:30

RELIEF OF RESPONSIBILITY AND FINAL ACCOUNTS – JOINT WITH FM**Description**

The most crucial documents for voting upon the relief of responsibility – Final Accounts of the term 2019/2020 and Auditors Report – will be presented and discussed.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Outcome

Workshop recommendation for the Relief of responsibility 2019/2020.

Preparation

Read the Final Accounts of ELSA International 2019/2020 ([Annex 2](#)), the Final Accounts of EDF 2019/2020 ([Annex 3](#)) as well as the Internal Auditors Report on the Final Accounts of ELSA International 2019/2020 ([Annex 4](#)) and the Internal Auditors Report on the Final Accounts of EDF 2019/2020 ([Annex 5](#)).

16:30 – 17:00

BREAK

17:00 – 18:00

MISCELLANEOUS AND CLOSING**Description**

The last workshop of the week will be dedicated to summarising the outcomes of the discussions, sharing the feedback and closing remarks.

Outcome

Evaluation of the meeting.
Motivation boost.

Preparation

Be ready to share your opinion.

INTERNAL MANAGEMENT WORKSHOP

INTERNAL MANAGEMENT WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
09:00	Free	Breakfast							
09:30									
10:00		International Update and SoTN	Human Resources and ELSA	Mid Plenary	Alumni Engagement - Joint with BEE	EDF and hosting IIMs - Joint with FM	Final Plenary		
10:30									
11:00									
11:30									
12:00		Synergy - Joint with FM and MKT	Board reform 1.0 - Joint with BEE		International Training Meeting	Member Engagement - Joint with AA/MCC & STEP			
12:30									
13:00		Lunch							
13:30									
14:00									
14:30									
15:00	Opening Plenary	National Trainers' Pools	Board reform 2.0 - Joint with BEE	Mid Plenary	Candidacy Workshop	Miscellaneous and Closing Workshop	Final Plenary		
15:30									
16:00			Free						
16:30		Break				Break			
17:00									
17:30									
17:00		IM Proposals	Quality Management - Joint with BEE	Mid Plenary	GDPR and non-EU countries	Free		Final Plenary	
17:30									
18:00	Opening Workshop								
18:30		Free							
19:00	Officers and Freshers' Workshop	Reporting Time & Dinner							Final Plenary
19:30	HoD								
20:00	Dinner								
20:30									
21:00	Social								
21:30									

INTERNAL MANAGEMENT WORKSHOP

Preparations and Reminders

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the [Statutes and Standing Orders of ELSA](#);
- Read the [52nd edition of the International Council Meeting Decision Book](#)
- Read the [One Year Operational Plan](#) of the International Board for the term 2020/2021;
- Read the minutes of at least the two previous ICMs relating to the IM Workshops: [ICM Constanta](#) and [ICM Online](#);
- Read relevant parts of the [Minutes of the X Online Supporting Area Meeting](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXVIII ICM!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

To access most of the documents above you require username and password.

Username: officer

Password: 7zXZZNq

Last but not least, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact me at secgen@elsa.org.

I'M delighted to welcome you to the Internal Management workshop!



Sina Gertsch

Deputy Secretary General
International Board 2020/2021

INTERNAL MANAGEMENT WORKSHOP

Draft Agenda**Sunday, 8th November 2020***18:00 - 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice-Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games. The online ICM will not be an exception and I expect that all of you are prepared to participate and represent your National Groups.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 – 19:30***OFFICERS' AND FRESHERS' WORKSHOP****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.
Presenting to new members content of the meeting.

Preparation

None.

*19:30 – 20:00***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

INTERNAL MANAGEMENT WORKSHOP

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

Preparation

No preparation is required.

Monday, 9th November 2020

10:00 - 11:30

INTERNATIONAL UPDATE AND SOTN REPORT**Description**

During this workshop, the participants will receive an update of what has happened on an international level since we last saw each other and the SotN report will be presented.

Outcome

The participants of the workshop are up to date with all development in the Network.

Preparation

None.

11:30 - 13:00

SYNERGY – JOINT WITH FM AND MKT**Description**

During this workshop, we will give a recommendation to the Council as to the future of Synergy.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA about Synergy.

Preparation

Read Proposal No. 22 and 35 and be prepared to discuss.

14:30 - 16:30

NATIONAL TRAINERS' POOLS**Description**

During this workshop, we will discuss the future of ELSA Training and provide the workshop participants with information on how to establish their National Trainers' Pool.

INTERNAL MANAGEMENT WORKSHOP

Outcome

The workshop participants will know how to establish NTPs.

Preparation

None.

17:00 - 18:30

IM PROPOSALS**Description**

During this workshop, we will discuss the future of ELSA Training and provide the workshop participants with information on how to establish their National Trainers' Pool.

Outcome

The workshop participants will know how to establish NTPs.

Preparation

Read proposals no. 1 – 20 and 23 – 26 and proposal no. 49.

Tuesday, 10th November 2020

10:00 – 11:30

HUMAN RESOURCES IN ELSA**Description**

During this workshop you will get to know this year's 'Department for Human Resources' and we will discuss the steps taken so far in regards to a new Human Resources Strategy of ELSA.

Outcome

Participants will have a clear idea of what ELSA HR can be and how it can be implemented throughout the Network.

Preparation

Read the Strategic Plan (Decision Book, page 5-8) and look be ready to answer to the following two questions:

- 1) What are the main responsibilities of an HR department in an organisation?
- 2) What do you imagine for ELSA's HR management?

INTERNAL MANAGEMENT WORKSHOP

11:30 – 13:00

BOARD REFORM 1.0 – JOINT WITH BEE**Description**

One of the most important goals for this term and probably one of the most crucial structural changes in past years. Together with IM Officers we will work on creating the exhaustive list of tasks and responsibilities, its division and a new structure of the executive body of our Association.

Outcome

Workshop recommendations regarding board reform.

Preparation

Be ready to bring your ideas and to discuss.

14:30 – 16:30

BOARD REFORM 2.0 – JOINT WITH BEE**Description**

Second part of the Board reform workshop.

Outcome

Workshop recommendations regarding board reform.

Preparation

Be ready to bring your ideas and to discuss.

17:00 – 19:00

QUALITY MANAGEMENT – JOINT WITH BEE**Description**

For years we have now been talking about focusing on quality rather than quantity when it comes to our Network. It is time to actually prepare a plan on how we can achieve true quality management.

Outcome

The workshop participants will have given the International Board the necessary information for a proposal to be voted on at ICM Brno in spring changing regulations in regards to Observer status, Membership and Demotion criteria.

Preparation

Be ready to discuss.

INTERNAL MANAGEMENT WORKSHOP

Thursday, 12th November 2020*10:00 – 11:30***ALUMNI ENGAGEMENT – JOINT WITH BEE****Description**

During this workshop, we will discuss the importance of having a National Alumni Network and we will provide information on how to best set up National Alumni Networks.

Outcome

Workshop participants will know the benefits of collaborating with Alumni Networks and they will know how to create their own National Alumni Network.

Preparation

None.

*11:30 – 13:00***INTERNATIONAL TRAINING MEETING****Description**

During this workshop, the Assistant for International Internal Meetings will present the planned structure for the implementation of the International Training Meeting (ITM) which replaces the International Area Meetings.

Outcome

There will be a set structure for the newly introduced International Training Meeting.

Preparation

Read the Minutes from the X Online SAM in regards to the International Internal Meetings Workshop.

*14:30 – 16:00***CANDIDACY WORKSHOP****Description**

The candidate(s) running for the position of Secretary General of the International Board of ELSA 2020/2021 will present themselves and will be interviewed by the workshop participants.

Outcome

This session will give you the opportunity to hear the plans of the future Secretary General of the International Board for the term 2020/2021. This is hosted in order to lessen the questions required to ask in the Plenary in which the time is limited.

INTERNAL MANAGEMENT WORKSHOP

Preparation

Read all the candidacy materials carefully and plan meetings with the candidates before this workshop to ask questions that you would like to have answered.

17:00 – 19:00

GDPR AND NON-EU COUNTRIES**Description**

We will discuss the restrictions and requirements when transferring personal data to non-EU countries.

Outcome

Participants feel comfortable with the topic of GDPR and non-EU countries.

Preparation

Read up on what GDPR is and what the data protection principles are. Be prepared to ask questions.

Friday, 13th November 2020

10:00 – 11:00

EDF AND HOSTING IIMs**Description**

In this workshop, we will discuss the possibility of providing International Internal Meeting hosts with financial support through the ELSA Development Foundation.

Outcome

The workshop will give a recommendation to the International Board on financial support for IIM hosts through EDF.

Preparation

None.

11:00 – 13:00

MEMBER ENGAGEMENT – JOINT WITH AA/MCC AND STEP**Description**

Quality of our projects also depends on our members and their participation. As we develop new projects every year, it has become more and more difficult to attract participants and applicants

INTERNAL MANAGEMENT WORKSHOP

for most of our projects. This workshop will focus on member engagement, Student Hunting during STEP cycle, as well as on human resources problems of the ILRG.

Outcome

Creating a basis for the member engagement strategy in our projects.

Preparation

No particular preparation is needed, however be ready to present your “participants hunting” methods.

14:30 – 16:30

MISCELLANEOUS AND CLOSING WORKSHOP**Description**

Last chance to discuss any open questions and the opportunity to evaluate the first fully online International Council Meeting.

Outcome

Everything is clear and everyone is happy.

Preparation

None.

FINANCIAL MANAGEMENT WORKSHOP

FINANCIAL MANAGEMENT WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
09:00	Free	Breakfast										
09:30												
10:00		Introduction to FM	Budget Revision - Joint BEE	Mid Plenary	Free	EDF and hosting IIMs - Joint with FM	Final Plenary					
10:30						EDF Balance						
11:00		Synergy - Joint with IM and MKT	FM Proposals		Grants	Team Building						
11:30												
12:00												
12:30												
13:00		Lunch										
13:30												
14:00												
14:30		Free	Financial Strategy	Mid Plenary	How to draw revenues from webinars? - Joint with S&C	Free	Final Plenary					
15:00	Financial Structure	Relief of responsibility and Final Accounts - Joint with BEE										
15:30		Break	Break		Break							
16:00		Break	FM Toolkit		Moots & Money - Joint with FM	Break						
16:30		Activity Report			Candidacy							
17:00		Practical Case			STEP Budget - Joint with FM	Closing Workshop						
17:30						Opening Workshop						
18:00												
18:30						Reporting Time & Dinner						
	Officers and Freshers' Workshop					Reporting Time & Dinner						
19:00	HoD											
19:30	Dinner											
20:00	Social											
20:30												
21:00												
21:30												

FINANCIAL MANAGEMENT WORKSHOP

Preparations and Reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read the Online Supporting Area Meeting Working Materials;
- Read the important parts from the [Statutes and Standing Orders in force after the LXXVII International Council Meeting of ELSA](#);
- Read recommended chapters and articles of the [International Council Meeting Decision Book, 52nd Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2020/2021](#);
- Minutes of the FM Workshop in the X SAM Online;
- Minutes of the FM Workshop in ICM Constanta;
- Minutes of the FM Workshop at the ICM Online;
- Bring your ELSA spirit, express your thoughts, and suggestions, we are expecting your active participation in the Online International Council Meeting!

Please read the aforementioned documents carefully. This is important for you to follow the discussions and the outcome from Workshop sessions. To access some of the documents above visit officers.elsa.org and use the following data:

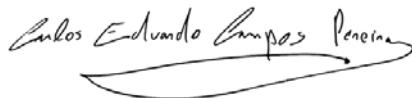
Username: officer

Password: 7zXZZNq

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to send an email to treasurer@elsa.org.

Use the Internal Management mailing list (ELSA-FM@LISTERV.ELSA.ORG) as well as FM [ELSA FM TEAM 2020/2021](#) Facebook group and start a discussion even before the X Online International Council Meeting! These platforms can be used to bring up ideas you want to present, no matter if you will be able to personally participate in the meeting or not.

Welcome to the Financial Management Workshop! Let's learn, create and grow together!



Carlos Eduardo Pereira

Deputy Treasurer

International Board of ELSA 2020/2021

FINANCIAL MANAGEMENT WORKSHOP

Draft Agenda**Sunday, 8th November 2020***14:30 - 16:00***Opening Workshop****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice-Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings has been strongly connected to Icebreakers and games. The online ICM will not be an exception and I expect that all of you are prepared.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 – 19:30***OFFICERS' AND FRESHERS' WORKSHOP****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.
Presenting to new members content of the meeting.

Preparation

None.

*19:30 – 20:00***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

FINANCIAL MANAGEMENT WORKSHOP

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

Preparation

No preparation is required.

Monday, 9th November 2020

10:00 – 11:30

INTRODUCTION TO FM**Description**

We will get the chance to debate some expectations and goals for the week. We will also evaluate the State of the Network Inquiry in regards to the FM section.

Outcome

As it is important to keep the communication inside the Network, the Workshop will start with an open table. It's time for us to share experiences and good practices.

Preparation

Be prepared to speak up and introduce yourself.

Think about your expectations for the upcoming week;

Read the OYOP of your board for the term 2020/2021 and evaluate the Financial Management part.

11:30 - 13:00

SYNERGY – JOINT WITH IM AND MKT**Description**

During this workshop, we will give a recommendation to the Council as to the future of Synergy.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA about Synergy.

Preparation

Read Proposal No. 22 and 35 and be prepared to discuss.

FINANCIAL MANAGEMENT WORKSHOP

15:00 – 16:30

FINANCIAL STRUCTURE**Description**

Every legal entity has a financial structure and it is arguably one of its most important points to be fixed within ELSA. In this workshop, we will expose and debate the current main regulations of the Financial Management area.

Outcome

This workshop will be an essential part to provide ELSA Knowledge to the FM Officers. The participants of the workshop will have a broad view of the financial structure of our Association and how it can be used to achieve your goals.

Preparation

Read the important parts from the [Statutes and Standing Orders in force after the LXXVII International Council Meeting of ELSA](#) and recommended chapters and articles of the [International Council Meeting Decision Book, 52nd Edition](#)

17:00 – 19:00

ACTIVITY REPORT**Description**

It's also time for us to evaluate the term so far. We will have the opportunity to go through the Activity Reports prepared for the ICM and get a taste of what is going on with the FM area in each group.

Outcome

This workshop will give an update on the situation in the FM area.

Preparation

Read the Activity Report from the International Board of ELSA 2020/2021 and focus especially on the Activity Report from the Deputy Treasurer of the International Board of ELSA 2020/2021.

Read the Activity Reports of other National Groups sent to the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) before the opening of the ICM.

FINANCIAL MANAGEMENT WORKSHOP

Tuesday, 10th November 2020

10:00 – 11:30

BUDGET REVISION

Description

The workshop will review the presented proposals for budget amendments for the current term.

Outcome

Recommendation to the Council in regards to the amended budget proposal.

Preparation

Read the proposed budget of ELSA International 2020/2021 in the Working Materials of 78th Online ICM (Annex 6) and read the Minutes from 77th ICM Online concerning the provisional budget of ELSA International 2020/2021.

11:30 – 13:00

FM PROPOSALS

Description

During this workshop, we will discuss and give recommendations to the International Council concerning all FM related proposals to amend current regulations.

Outcome

Recommendation to the Council in regards to all FM proposals.

Preparation

Read proposals No 27 - 31 and [Annex 6](#) carefully. Prepare concrete amendments if you have any, and where possible, discuss them with the Workshop Chairs/International Board beforehand. This will allow the Workshop to go much faster and more efficiently.

14:30 - 16:00

FINANCIAL STRATEGY

Description

Understanding the Financial Strategy of ELSA International, in this workshop we will discuss the main requirements of National Groups' Financial Strategy as well as debating main priorities.

Outcome

The participants will know how to update their National Group's Financial Strategy.

Preparation

Read the Minutes from the FM workshop in the X Online SAM.

FINANCIAL MANAGEMENT WORKSHOP

16:30 – 18:00

FM TOOLKIT**Description**

There are a lot of tools that can be used to make our life easier this term. Time for us to discover them and make them available to all FMers.

Outcome

Find ways to make the everyday life of the Treasurer easier.

Preparation

Bring any tool or a template that you believe helps you organise your work properly.

18:00 – 19:00

PRACTICAL CASE**Description**

We will take part in an exercise for crisis management in Financial Management.

Outcome

Officers will understand how they can use their knowledge during a crisis.

Preparation

No preparation is needed.

Thursday, 12th November 2020

11:30 – 13:00

GRANTS**Description**

In this workshop, we will understand what a grant is, what types there are and how to choose the right grant depending on your needs.

Outcome

Participants understand how grants work and how they can succeed in receiving grants.

Preparation

No preparation is needed.

FINANCIAL MANAGEMENT WORKSHOP

14:30 – 16:00

HOW TO DRAW REVENUES FROM WEBINARS? – JOINT WITH S&C**Description**

Over the last couple of years, webinars have grown in popularity. If you are looking for ways to generate a meaningful income through webinars, you've come to the right place. During the workshop, we will cover best webinar practices so that you can monetise your knowledge to the maximum.

Outcome

Participants of the workshop gain the understanding on how to manage the revenues from webinars.

Preparation

No preparation required.

16:30 – 17:30

MOOTS AND MONEY? – JOINT WITH AA/MCC**Description**

There is a sizable amount of financial management involved in moot organisation, especially when it comes to the international moots. In this workshop, we will provide an insight into the finances and financial decisions of the JHJMCC and EHRMCC and put these in a historical context. Finally, we will discuss how the finances of the moots can be improved.

Outcome

Transparency as regards the financial decisions related to the international moots.

Preparation

Read the minutes of the “Moots and Money” Workshop in [ICM Baku](#) and in [ICM Constanta](#).

17:30 – 19:00

STEP BUDGET – JOINT WITH STEP**Description**

The past term has demonstrated that STEP has a large ability and potential to grow. A lot has been achieved in terms of creating a sustainable STEP budget capable of maintaining and evolving the project, however a lot of work is still to be done before STEP can become fully self-sustaining. During this workshop, the participants are first presented with the recent updates regarding the renewed STEP budget as well as the fee for external applicants.

FINANCIAL MANAGEMENT WORKSHOP

Outcome

Updates surrounding the current financial status as well as future goals are presented and discussed. The matter of the External Applicant fee is presented, reviewed and debated.

Preparation

Read the minutes from the joint STEP & FM Workshops of ICM Constanta and the X KAM Online.

Friday, 13th November 2020

10:00 – 11:00

EDF AND HOSTING IIMs**Description**

In this workshop, we will discuss the possibility of providing International Internal Meeting hosts with financial support through the ELSA Development Foundation.

Outcome

The workshop will give a recommendation to the International Board on financial support for IIM hosts through EDF.

Preparation

None.

11:00 – 12:00

EDF BALANCE**Description**

We will present some numbers reflecting the role of EDF in the ELSA Network and discuss the future of the Foundation.

Outcome

Participants are aware of the current situation of the EDF.

Preparation

Read the X SAM Online Minutes from the EDF workshop.

FINANCIAL MANAGEMENT WORKSHOP

12:00 – 13:00

TEAM BUILDING**Description**

During this workshop, the FMers will share some moments together playing some games.

Outcome

FMers know each other and feel comfortable sharing experiences and tips.

Preparation

No preparation required

15:00 – 16:30

RELIEF OF RESPONSIBILITY – JOINT WITH BEE**Description**

The Final Accounts of the term 2019/2020 will be presented to the workshop. The auditors will present their report and the participants will be able to ask questions.

Outcome

The BEE and FM Workshop will get an analytical view of the Final Accounts of the term 2019/2020 and will make a recommendation for the plenary of the International Council Meeting.

Preparation

Read the Final Accounts of ELSA International 2019/2020 ([Annex 2](#)), the Final Accounts of EDF 2019/2020 ([Annex 3](#)) as well as the Internal Auditors Report on the Final Accounts of ELSA International 2019/2020 ([Annex 4](#)) and the Internal Auditors Report on the Final Accounts of EDF 2019/2020 ([Annex 5](#)).

17:00 - 18:00

CANDIDACY**Description**

The aim of this workshop is to give to the candidates running for the position of Treasurer of the International Board of ELSA 2020/2021 the opportunity to present themselves. You will have the opportunity to ask questions and/or clarification.

Outcome

This session will give you the opportunity to hear the plans of potential future Treasurer. This is hosted in order to lessen the questions required to ask in the Plenary in which the time is limited.

Preparation

Read carefully the Candidacy Materials.

FINANCIAL MANAGEMENT WORKSHOP

18:00 - 19:00

MISCELLANEOUS AND CLOSING WORKSHOP**Description**

Last chance to discuss any open questions and the opportunity to evaluate the first fully online International Council Meeting.

Outcome

Everything is clear and everyone is happy.

Preparation

None.

MARKETING WORKSHOP

MARKETING WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November												
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday												
09:00	Free	Breakfast																	
09:30																			
10:00		International Update and Marketing SoTN	Free	Mid Plenary	Free	Free	Final Plenary												
10:30																			
11:00		Synergy - Joint with IM and FM	STEP Branding		Audiovisual Chapter 1	Convince me! - Joint with S&C													
11:30																			
12:00																			
12:30																			
13:00		Lunch																	
13:30																			
14:00																			
14:30																			
15:00	Opening Plenary	Evaluation No.1	Creative Suite	Mid Plenary	If I were you - Joint with AA/MCC & MKT	Candidacy Workshop	Final Plenary												
15:30		Free				Free													
16:00		Break			Break														
16:30					Marketing Proposals				Closing										
17:00		The most valuable asset			Audiovisual Chapter 2														
17:30					Free														
18:00	Opening Workshop	Market Research																	
18:30																			
	Officers and Freshers' Workshop	Reporting Time & Dinner																	
19:00																			
19:30	HoD																		
20:00	Dinner																		
20:30																			
21:00	Social																		
21:30																			

MARKETING WORKSHOP

Preparations and Reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- Read the Online Supporting Area Meeting Working Materials;
- Read the important parts from the [Statutes and Standing Orders in force after the LXXVII International Council Meeting of ELSA](#);
- Read recommended chapters and articles of the [International Council Meeting Decision Book, 52nd Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2020/2021](#);
- Read the [ELSA Brandbook](#);
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXXVIII ICM!

Please read the aforementioned documents carefully. This is important for you to follow the discussions and the outcome from Workshop sessions. To access some of the documents above visit officers.elsa.org and use the following data:

Username: officer

Password: 7zXZZNq

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to send an email to marketing@elsa.org.

Use the Marketing Management mailing list (MARKETING@LISTERV.ELSA.ORG) as well as [ELSA Marketing TEAM 2020/2021](#) Facebook group and start a discussion even before the LXXVIII International Council Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

It is my pleasure to welcome you to the Marketing Workshop! Let's do something great, together!



Nikos Fifis

Deputy Vice President in charge of Marketing
International Board of ELSA 2020/2021

MARKETING WORKSHOP

Draft Agenda**Sunday, 8th November 2020***18:00 - 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Vice-Chair, the Secretaries and the ELSA Spirits. We will also present and approve the agenda as well as set the rules for our workshop. Our Internal Meetings have been strongly connected to icebreakers and games. The online ICM will not be an exception and I expect that all of you are prepared to participate and represent your National Groups.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules.

Preparation

No preparation required.

*19:00 – 19:30***OFFICERS' AND FRESHERS' WORKSHOP****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.
Presenting to new members content of the meeting.

Preparation

None.

*19:30 – 20:00***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

MARKETING WORKSHOP

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

Preparation

No preparation is required.

Monday, 9th November 2020

10:00 – 11:30

INTERNATIONAL UPDATE AND STATE OF THE NETWORK**Description**

An update of the work of the International Board of ELSA up to this date shall be given. Participants will learn all about the latest developments of the Marketing area. The results of the last State of the Network Inquiry will also be presented.

Outcome

The participants will be updated regarding all the latest on the international level. Suggestions based on the results of the SotN conclusions are well received.

Preparation

Prepare to ask any questions you might have about the work of the IB from August till the ICM.

11:30 - 13:00

SYNERGY – JOINT WITH FM AND MKT**Description**

During this workshop, we will give a recommendation to the Council as to the future of Synergy.

Outcome

The workshop participants will make a recommendation to the International Council of ELSA about Synergy.

Preparation

Read Proposal No. 22 and 35 and be prepared to discuss.

MARKETING WORKSHOP

14:30 – 16:00

EVALUATION**Description**

We gave you our update- now it is your turn. During this workshop, we ask you to present your National and Local Group's most important developments. Also, we are expecting from you to share any achievements or any challenges you faced so far.

Outcome

A status update on the situation of the Network as well as guidelines on how to solve problems related to marketing on local and national level.

Preparation

Prepare to share your marketing experiences and promotional materials which you have been using if you have any!

17:00 – 19:00

MARKETING PROPOSALS**Description**

This workshop is dedicated to discussing all of the proposals for the Marketing Area.

Outcome

The Marketing Proposals will be discussed and commented by the participants.

Preparation

In order to proceed through the proposals as efficiently as possible within the allocated time, read through the proposal no. 32 - 34 carefully prior to the workshop and prepare your comments and amendments thereto, if any.

Tuesday, 10th November 2020

11:30 – 13:00

STEP BRAND - JOINT WITH STEP**Description**

The past term and initial months of this term saw the innovative drive towards a renewal of the STEP marketing strategy and brand maintained and strengthened. During this workshop, the concrete steps for the new marketing strategy of this term will be presented and discussed. Thereafter, the workshop will have the opportunity to discuss the future of the STEP Brand and the path we wish to take as an association in order to modernise and renew our project and area.

MARKETING WORKSHOP

Outcome

The concrete marketing strategy for the term will be presented and discussed. The future of the Brand and project will be discussed.

Preparation

Read the minutes from the joint MKT & STEP workshops during the X Online Key Area Meeting. Think about the key selling points and aspects of the projects as well as the goals we wish to achieve as a project and area in regards to our marketing strategy and brand.

14:30 – 16:30

THE CREATIVE SUITE**Description**

Did you know that the Adobe Creative Suite offers more than 15 different software applications or creating content? During this workshop, we will go through the most important editing applications, while discovering at the same time some useful tips and tricks on Adobe Photoshop and Illustrator. Also, the ways of editing the templates provided by ELSA International will be presented.

Outcome

Participants of this workshop will get more familiar with the Adobe Suite and become ready to start creating their own materials.

Preparation

Prepare to learn new techniques and share with the rest Marketeers the best methods you have used in the past for content creation. For more information regarding the Adobe Suite, watch this [YouTube video](#).

17:00 - 18:00

THE MOST VALUABLE ASSET**Description**

The most valuable asset today is not oil, but data. But the question is; how can we “read” data and understand the insights? During this workshop we will go through the most important software programmes and discover the best methods of understanding and evaluating data.

Outcome

The participants will feel confident to start utilising the Analytics and reach to conclusions regarding the promotion strategies which were used in the past.

Preparation

Prepare to share your thoughts and experience in this area.

18:00 - 19:00

MARKETING WORKSHOP

MARKET RESEARCH**Description**

How can we figure out what our members want? How can we attract even more students to our Association? These questions can be tricky sometimes. Market research is a great tool for us to better understand our target audience, in order to strengthen our promotion strategy. It is high time ELSA conducted a market research on European level to get better more holistic insights.

Outcome

During this workshop participants will have the opportunity to understand how a market research can be conducted. Also, a practical session will be held to figure out what the most important information is needed to achieve the optimum marketing strategy.

Preparation

Prepare to contribute to this new initiative!

Thursday, 12th November 2020

11:30 – 13:00

AUDIOVISUAL CHAPTER 1**Description**

Discussions have been made in the past about how powerful video in the marketing world will become. But the future has already arrived and we need to adapt to it. What makes a video successful and how can we create something truly valuable? These questions and many more will be discussed.

Outcome

Participants will understand the importance of videos in marketing and learn about different easy-to-use editing possibilities.

Preparation

No preparation is needed.

14:30 – 15:00

IF I WERE YOU - JOINT WITH AA**Description**

It is time to understand our colleagues in the Area of Academic Activities, at least we will try! We shall look into the necessities and logistics of the other area, and walk a mile in their shoes, figuratively speaking.

MARKETING WORKSHOP

Outcome

Better understanding of Project Managers and their needs when it comes to planning and organising.

Preparation

No particular preparation is needed, however, think about what you expect from an AAer and how you can support them.

17:00 – 19:00

AUDIOVISUAL CHAPTER 2**Description**

After having understood the basics of video editing, we will go through to the most practical aspect of it. During this workshop various tutorials of different software will be presented. Also, the participants will create their own audiovisual content which will be shared with the Marketeers.

Outcome

Participants will learn advanced methods and techniques to make videos more eye-catching and powerful.

Preparation

The following links are suggested to video editing enthusiasts based on the software which is used:

Adobe Premiere Pro: <https://www.youtube.com/watch?v=Hls3Tp7JS8E>

Final Cut Pro: <https://www.youtube.com/watch?v=hNWLw0hiX5Y>

DaVinci Resolve: <https://www.youtube.com/watch?v=EbqmZjLEsBw>

Friday, 13th November 2020

11:00 – 13:00

CONVINCE ME - JOINT WITH S&C**Description**

Being able to efficiently communicate the essence of our projects, the opportunities we offer and the value we bring is one of the most important things. But how can we speak clearly and figure out how to appeal to the person we are addressing? In addition to that, we will discuss and vote upon the proposal.

Outcome

During this workshop participants will create their own elevator pitch for various S&C projects, and decide upon the relevant proposals.

MARKETING WORKSHOP

Preparation

Bring all your energy and prepare to demonstrate your communications skills. Read the relevant proposals No. 33.

14:30 – 16:00

CANDIDACY WORKSHOP**Description**

The candidate(s) running for the position of Vice President in charge of Marketing of the International Board of ELSA 2020/2021 will present themselves and will be interviewed by the workshop participants.

Outcome

This session will give you the opportunity to hear the plans of the potential future Vice President in charge of Marketing of the International Board for the term 2020/2021. This is hosted in order to lessen the questions required to ask in the Plenary in which the time is limited.

Preparation

Read all the candidacy materials carefully and plan meetings with the candidates before this workshop to ask questions that you would like to have answered.

17:00 - 19:00

CLOSING**Description**

Our last workshop of the week will offer opportunities for feedback and sweet goodbyes.

Outcome

Feedback for ELSA International to improve and an appropriate end to our week together.

Preparation

No preparation is needed.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00	Free	Breakfast					
09:30							
10:00		Free	Free	Mid Plenary	Free	Free	Final Plenary
10:30		AA/MCC International Update			Knowledge is power	Member Engagement - Joint with IM & STEP	
11:00			SociAAI Responsibility				
11:30		ELSA Law Review					
12:00			Lunch				
12:30							
13:00							
13:30							
14:00							
14:30		Professional development (Joint with BEE&STEP)		Academic Competitions - Virtual Reality	Mid Plenary	If I were you - Joint with MKT	Future of the Annual Human Rights Campaign - Joint with S&C
15:00	Opening Plenary		Break				
15:30		ILRG - Plans and problems		Break		Future of Moot Court Competitions	Miscellaneous
16:00	Opening Workshop		Showtime!				
16:30		Officers and Freshers' Workshop		HoD	Reporting Time & Dinner		
17:00	Dinner						
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							
21:30							

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

Preparations and Reminders

In order to actively participate and contribute to the Workshop sessions, proper preparation, as always, is the key to success. **Read these Working Materials with care**, do the recommended preparations as prescribed for each workshop, and please, do not forget to read:

- These Working Materials cover to cover;
- Relevant parts of the [Statutes and Standing Orders in force after the LXXVII International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 52th Edition](#);
- [AA Handbook](#)
- [MCC Handbook](#)
- [LRG Handbook](#)
- [Law Review Handbook](#)
- [IFP Handbook](#)
- [Academic Competitions Handbook](#)
- [ELSA4Schools Handbook](#)
- [Minutes of the AA&MCC Workshop of ICM Online](#)
- [Minutes of the AA&MCC Workshop of X KAM Online](#)
- [One Year Operational Plan \(OYOP\) of ELSA International 2020/2021](#).

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions as well as for the proposals discussions. To access some of the documents above, you require the following username and password:

Username: officer

Password: 7zXZZNq

Also, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to send us an email at academicactivities@elsa.org or mootcourts@elsa.org.

Finally, to be prepared for the time of your life...

- Bring your National or Local Drinks! (don't worry – having an Online ICM does not mean that we skip on this part)
- Bring all of your ELSA Spirit!

Let's make this year the most AAmazing one so far, together!



Maja Rajic

Vice President in charge of Academic
Activities
International Board of ELSA 2020/2021



Louis Bremond

Vice President in charge of Moot Court
Competitions
International Board of ELSA 2020/2021

&

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

Draft Agenda**Sunday, 8th November 2020***18:00 – 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair and the Secretaries. We will also present and approve the agenda as well as set the rules for our workshop.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Getting to know other officers.

Preparation

Bring high quality ELSA Spirit.

*19:00 – 19:30***OFFICERS AND FRESHERS WORKSHOP****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.
Presenting to new members content of the meeting.

Preparation

None.

*19:30 – 20:00***HEAD OF DELEGATION'S MEETING****Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

Preparation

No preparation is required.

Monday, 9th November 2020

10:30 – 12:00

AA/MCC INTERNATIONAL UPDATE**Description**

This workshop will explore the opportunities offered by the AA&MCC area on the international level – both to you as Officers and to your members as well as create an overview of the area. Finally, we will update you on the current status of all international projects.

Outcome

Create an overview of the AA&MCC area for those new to the area and provide more experienced Officers with an update.

Preparation

Familiarise yourself with the [AA Handbook](#) and the [MCC Handbook](#).

12:00 – 13:00

ELSA LAW REVIEW**Description**

The ELSA Law Review has seen great changes, but we need to keep looking forward. ELSA International will present the efforts made on marketing, ELR Library and the potential public relations strategy for the ELR for this term. Following that, the workshop will discuss proposal no 38 on the ELSA Law Review.

Outcome

An update on the ELR as well a recommendation to Council on proposal no 38.

Preparation

Read the [ELR related materials](#) from the Officers portal and browse the [ELR Website](#). Read proposal no 38.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

14:30 – 16:00

PROFESSIONAL DEVELOPMENT – JOINT WITH BEE AND STEP

The new term, and specifically the recent International Area Meetings saw various fruitful discussions and renewed drives towards the creation and implementation of a new Professional Development strategy for our Association. During this workshop, the workshop will be presented with the work thus far carried out and will thus have the opportunity to discuss how to proceed during the following months of the term. Finally, the joint AA/MCC & STEP Professional Development proposal will be presented.

Outcome

The workshop participants are provided with an overview of the current status of the work towards a new professional development strategy of ELSA. The future steps and goals will be presented and discussed.

Preparation

Read proposals no. 47 and 48. Prepare to present your national approach towards Professional Development and be prepared to discuss how you would like to see this strategy developed and implemented on the international level.

16:30 – 18:00

ILRG – PLANS AND PROBLEMS**Description**

International Legal Research Group is one of the biggest projects of ELSA, and as you know, big projects mean big problems. We will evaluate the progress of the ILRG on Human Rights and Technology and go through the process of the ILRG. Additionally, we will discuss problems that occur during an ILRG cycle and how we can improve. Moreover, we will prepare for the joint workshop with IM and STEP on Friday, where we will discuss problems of human resources and member engagement in the ILRG. Finally, we will discuss proposal no 37 on International Legal Research Groups.

Outcome

Better understanding of the ILRG process and general knowledge on how to conduct a Legal Research Group as well as a recommendation to Council on proposal no 37.

Preparation

Read the [LRG and ILRG related materials](#) on the Officers Portal and familiarise yourself with the [LRG Website](#). Read proposal no 37.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

18:00 – 19:00

SHOWTIME!**Description**

Now when you are familiar with our area – it is your time to shine! Hence, prepare a presentation or collect promotional materials and present your unique projects and ideas to the Network – the best way to improve is to learn from each other.

Outcome

An overview and update on the projects across the Network.

Preparation

Prepare presentations of the projects of your Local or National Group or any other materials that can be shared with the network.

Tuesday, 10th November 2020

11:30 – 13:00

SOCIAL RESPONSIBILITY**Description**

In accordance with current Strategic Goals of ELSA, ELSA should engage in activities which encourage social responsibility; hence AA officers of the ELSA Network should incorporate human rights and social responsibility in all projects. During this workshop, we will discuss social responsibility projects organised on the international level, as well as about the examples from all around the network.

Outcome

Better understanding of ELSA's social responsibility and human rights commitment.

Preparation

Read the [Strategic Goals](#) of ELSA (page 5 of the 52nd International Council Meeting Decision Book) as well as [Human Rights handbook](#). Finally, think about how you can implement social responsibility in your AA projects.

14:30 – 16:00

ACADEMIC COMPETITIONS – VIRTUAL REALITY**Description**

Academic Competitions have been booming within the ELSA Network, making up a larger part of the ELSA events than ever before, however, Covid-19 stopped their growth. What can we do

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

to keep Academic Competitions alive in the times of social distancing? Finally, workshop will discuss the proposal no 36 on ELSA Negotiation Competition.

Outcome

Breaking stereotypes that Academic Competitions are not feasible in current circumstances and encouraging the workshop to organise them in digital space.

Preparation

Familiarise yourself with the [Academic Competitions Handbook](#), [ENC Guidelines for Virtual Rounds](#), and read the proposal no 36.

16:00 – 17:00

SHOWTIME!**Description**

Now when you are familiar with our area – it is your time to shine! Hence, prepare a presentation or collect promotional materials and present your unique projects and ideas to the Network – the best way to improve is to learn from each other.

Outcome

An overview and update on the projects across the Network.

Preparation

Prepare presentations of the projects of your Local or National Group or any other materials that can be shared with the network.

17:30 – 19:00

SELL, SELL, SELL!**Description**

The ability to build relationships with our members, persuade them to participate in one of our numerous projects and stay engaged is at the heart of selling. During this workshop, discussion will focus on how to sell AA/MCC projects to partners, potential participants and freshers of the Association.

Outcome

Getting confidence when presenting your projects to partners, participants and freshers. Better understanding of “selling skills”.

Preparation

None.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

Thursday, 12th November 2020*11:00 – 12:30***KNOWLEDGE IS POWER****Description**

At the end of an extensive day with a lot of concrete information to manage, we will concentrate on a broader topic: knowledge management and transition. Each year, a new generation of AA/MCC Officers in ELSA start their term, and each year we try to improve our knowledge management methods. The aim of this workshop is to discuss how we can modernise our materials (Handbooks, toolkits, etc.) and ensure quality information flow.

Outcome

Ideas for improved and modernised Knowledge Management strategy.

Preparation

Be ready to present your Handbooks, Transition Materials and think critically about your own transition. List one good and one bad aspect of your transition; we will use those remarks as a starting point for the discussions. Be aware of the full offer of information on the Officers' Portal. Read the [AA Transition Manual and Checklist](#) and think about knowledge management improvements you would like to implement.

*14:30 – 15:00***IF I WERE YOU – JOINT WITH MKT****Description**

It is time to understand our colleagues in the Marketing area (if that is even possible)! We shall look into the necessities and logistics of the other area, and walk a mile in their shoes, figuratively speaking.

Outcome

Better understanding of Marketeers and your marketing needs when it comes to projects.

Preparation

No particular preparation is needed, however, think about what you expect from a marketeer and how you can support them.

*16:30 – 17:30***MOOTS AND MONEY – JOINT WITH FM****Description**

There is a sizable amount of financial management involved in moot organisation, especially when it comes to the international moots. In this workshop, we will provide an insight into the finances

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

and financial decisions of the JHJMCC and EHRMCC and put these in a historical context. Finally, we will discuss how the finances of the moots can be improved.

Outcome

Transparency as regards the financial decisions related to the international moots.

Preparation

Read the minutes of the “Moots and Money” Workshop in [ICM Baku](#) and in [ICM Constanta](#).

17:30 – 19:00

FUTURE OF MOOT COURT COMPETITIONS**Description**

Welcome to the future! In 2021, we are having the 9th and 19th edition of EHRMCC and JHJMCC, respectively, which means that anniversary editions are just around the corner. The aim of this workshop is to discuss how we can improve our international moots even further and to discuss some potential changes.

Outcome

Ideas for our international moot court competitions for the future.

Preparation

Browse websites of the [EHRMCC](#) and [JHJMCC](#). Think about the changes you would like to see happening in ELSA’s two international moots.

Friday, 13th November 2020

11:00 – 13:00

MEMBER ENGAGEMENT – JOINT WITH IM AND STEP**Description**

Quality of our projects also depends on our members and their participation. As we develop new projects every year, it has become more and more difficult to attract participants and applicants for most of our projects. This workshop will focus on member engagement, Student Hunting during STEP cycle, as well as on human resources problems of the ILRG.

Outcome

Creating a basis for the member engagement strategy in our projects.

Preparation

No particular preparation is needed, however be ready to present your “participants hunting” methods.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

14:30 – 16:00

FUTURE OF THE ANNUAL HUMAN RIGHTS CAMPAIGN – JOINT WITH S&C**Description**

The aim of this workshop is to present and elaborate on ELSA's commitment to human rights and raise awareness about our partnership with the Council of Europe. During the workshop, ELSA International will present the structure of the Annual Human Rights Campaign and the 9th Edition of ELSA DAY whilst discussing potential changes of implementation of human rights.

Outcome

Better understanding of the structure of the Annual Human Rights Campaign and developing the plan for this year's campaign.

Preparation

Read the [Annual Human Rights Campaign Outline](#), [IFP Handbook](#) and [Chapters 4 and 5 \(Part 1 - General\) of the ICM Decision Book](#) (page 9).

16:30 – 18:00

DEATH BY POWERPOINT**Description**

Did you always want to create effective and engaging presentation but you never knew where to start? Are you afraid to speak in front of the audience? Are virtual presentations making you anxious? During this workshop, we will try resolve those and many other questions.

Outcome

Make Officers more comfortable with presenting and public speaking.

Preparation

None.

18:00 – 19:00

MISCELLANEOUS**Description**

All good things must come to an end. We will take some time to evaluate the ICM, gather input for ICM Brno, and hold a final Q&A session insofar it is needed. It is a chance to catch up on anything we missed during the week, take some pictures and say goodbyes to our workshop until spring (or the next open call).

Outcome

Feedback for the International Board of ELSA to improve.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOP

Preparation

Think about your favourite and least favourite moments during the Workshops – what made them good or bad, in your opinion? What can we improve for the next ICM?

SEMINARS AND CONFERENCES WORKSHOP

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00	Free	Breakfast					
09:30							
10:00		Free	Free	Mid Plenary	ELSA Webinars	Free	Final Plenary
10:30		Status Quo	Strategic Planning in S&C		ICE ICE Baby	Convince me! - Joint with MKT	
11:00							
11:30		Stronger Together					
12:00							
12:30							
13:00		Lunch					
13:30							
14:00							
14:30		Free	ELSA Law Schools	Mid Plenary	How to draw revenue from webinars? - Joint with FM	Future of the Annual Human Rights Campaign - Joint with AA	Final Plenary
15:00	ELSA Delegations	Break					
15:30					Break	Win-Win	
16:00	Advocacy in S&C	Behind the Scenes			S&C Hall of Fame	Miscellaneous and Closing	
16:30			Free				
17:00							
17:30							
18:00	Opening Workshop						
18:30							
	Officers and Freshers' Workshop	Reporting Time & Dinner					
19:00	HoD						
19:30	Dinner						
20:00							
20:30							
21:00	Social						
21:30							

SEMINARS AND CONFERENCES WORKSHOP

Preparations and Reminders

In order to actively participate in the Workshop sessions and contribute to the content of the discussions, please **read these Working Materials carefully** before-hand.

“Be prepared to speak and to speak, be prepared!”

Also, familiarise yourself with the following resources:

- [International Council Meeting Decision Book 52nd Edition](#) (pp. 4-9, 57-68);
- Minutes of the S&C Workshop in [KAM Online](#);
- Minutes of the S&C Workshop in [ICM Constanta](#);
- [S&C Handbook](#);
- [S&C Development Goals](#);
- [Webinars Handbook](#);
- [IFP Handbook](#); and
- [The One Year Operational Plan \(OYOP\) of the International Board of ELSA 2020/2021](#).

To access some of the documents above, you may require the following credentials:

Username: officer

Password: 7zXZZNq

Moreover, please read this Draft Agenda carefully. You will have an overview of the topics that will be treated and you will be able to prepare interesting contributions to be shared with the S&C Family!

Should you need any clarifications, please do not hesitate to contact me via seminarsconferences@elsa.org.

Finally, to be prepared for the time of your life...

- Bring your National or Local Drinks! (don't worry – having an Online ICM does not mean that we skip on this part)
- Bring all of your ELSA Spirit!

It is my pleasure to welcome you to the S&C Workshop!



Ilke Yilmaz

Vice President in charge of Seminars and Conferences
International Board of ELSA 2020/2021

SEMINARS AND CONFERENCES WORKSHOP

Draft Agenda**Sunday, 8th November 2020***18:00 – 19:00***OPENING WORKSHOP****Description**

During the Opening Workshop, we will elect the Workshop Officers, namely the Chair, the Secretaries and the ELSA Spirit. We will also present and approve the agenda as well as set the rules for our workshop. Any remaining time will be spent on getting to know each other through introductory games and icebreakers.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Introduction to other officers.

Preparation

Think about what your expectations for the S&C workshops and this online ICM generally are and what kind of workshop rules you would like to have in place to ensure the most enriching digital experience as possible.

*19:00 – 19:30***OFFICERS AND FRESHERS WORKSHOP****Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.
Presenting to new members content of the meeting.

Preparation

None.

SEMINARS AND CONFERENCES WORKSHOP

19:30 – 20:00

HEAD OF DELEGATION'S MEETING**Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

Preparation

No preparation is required.

Monday, 9th November 2020

10:30 – 11:30

STATUS QUO**Description**

During this workshop, we will analyse the current status of the area of S&C. Furthermore, we will discuss the State of the Network report and compare it with previous years to see the current trends and measure our accomplishments.

Outcome

Participants of the workshop are aware of the current trends and problems concerning the area.

Preparation

Make sure that your National Group filled in the State of the Network questionnaire completely and objectively to provide us with quality results.

11:30 – 12:30

STRONGER TOGETHER**Description**

S&C is known as the most connected area and this ICM will not be an exception. Even though there will be a screen between us, we were and will always be the S&C Family.

Outcome

An S&C Family, stronger than ever!

SEMINARS AND CONFERENCES WORKSHOP

Preparation

Bring your enthusiasm and ELSA Spirit.

15:00 – 16:30

ELSA DELEGATIONS**Description**

ELSA Delegations has grown significantly during the past years, and nowadays we are facing many challenges while sending our members to represent ELSA in the international institutions. During this Workshop we will discuss possible improvements and the ways how to maximize benefits for our members.

Outcome

Participants of the workshop are aware of the changes that have been made with regards to ELSA Delegations and prepare a development plan for the project.

Preparation

Read the ELSA Delegations chapter of the Decision Book. Also read the Guidelines for different institutions that are available at Officers' Portal.

17:00 – 18:30

ADVOCACY IN S&C**Description**

Advocacy is a key part of the Strategic Goals 2019-2023, which are to be implemented through all areas. There is a great potential for introducing advocacy through S&C, and hence, it is pertinent for S&C Officers to discuss what we understand as advocacy, how advocacy concerns project managers and how we can contribute to advocacy. During the workshop, we will discuss how advocacy can be incorporated into our area while being aware of the ELSA's non-political status.

Outcome

Participants of the workshop are aware of what kind of event can be organised by using means of advocacy while familiarised with ELSA's stand in non-political status.

Preparation

Read [ELSA Advocacy Manual](#).

SEMINARS AND CONFERENCES WORKSHOP

Tuesday, 10th November 2020*11:00 – 13:00***STRATEGIC PLANNING IN S&C****Description**

Greatness is not in where we stand but in what direction we are moving. During the ICM Baku, the International Council voted in favour of Strategic Goals 2019-2023. Strategic Goals do not only consider the work of the President or the Secretary General, but also the area of S&C. Therefore, the time has come to think about which goals can be implemented in the S&C, how and when to do it.

Outcome

Participants of the workshop prepared an implementation plan of the strategic goals which consider the area of S&C, accordingly on the Local and National level.

Preparation

Read through the Strategic Goals 2019-2023, which can be found on pp. 4-8 of the Decision Book. Read [S&C Development Goals](#).

*14:30 – 16:00***ELSA LAW SCHOOLS****Description**

ELSA Law Schools are one of the leading academic events of the Network. Nevertheless, in order to fully flourish, the project still requires improvements. During the workshop, the unification process, its problems and solutions to improve the overall quality of ELSA Law Schools will be discussed. In addition to that, we will discuss and vote upon the proposal regarding this flagship project.

Outcome

Participants of the workshop are aware of the current problems concerning ELSA Law Schools, and decide upon the relevant proposals.

Preparation

Read International Council Meeting Decision Book pp. 57 – 62. Read the relevant proposal No 39.

SEMINARS AND CONFERENCES WORKSHOP

16:30 – 17:30

WIN-WIN**Description**

Cooperation is more powerful than competition. Hence, the mutual benefits of jointly organised projects are much higher. During this workshop, we will discuss how we can work together on National and Local levels with different kinds of S&C projects to achieve common goals.

Outcome

Participants of the workshop learn how they can cooperate with other groups to organise S&C events.

Preparation

Think of the S&C projects jointly organised with other groups in your National and/or Local group.

17:30 – 19:00

BEHIND THE SCENES**Description**

Creating anything of value in life takes struggle and perseverance and many bouts of trial and error. With all the great works, we only see the final, perfect product. But behind the scenes, there are a lot of breakdowns and self-doubt. During this workshop dedicated to the National Officers, we will be sharing our struggles as well as accomplishments. Welcome to the safe space!

Outcome

Participants of the workshop exchanged ideas, advices and problems they faced, which are connected to being a National Officer.

Preparation

Make a list of the problems you have faced so far and what did you manage to achieve.

Thursday, 12th November 2020

10:00 – 11:30

ELSA WEBINARS**Description**

ELSA Webinars and ELSA Webinars Academy are becoming more and more important as a project for our Network. Thanks to them, we have the ability to have a conversation with hundreds of people practically instantly through the internet. Whether we do it from the office, a beach chair, a bed or wherever, it's always possible! During this workshop, we will deep dive into the

SEMINARS AND CONFERENCES WORKSHOP

wondrous world of ELSA Webinars. In addition to that, we will discuss and vote upon the proposal regarding this flagship project.

Outcome

Participants of the workshop comprehend the necessary information concerning ELSA Webinars and ELSA Webinars Academy, and decide upon the relevant proposals.

Preparation

Read the [Webinars Handbook](#). Read the relevant proposals No 40 – 42.

11:30 – 13:00

ICE ICE BABY**Description**

International Conferences of ELSA is still a young project in our area. During this workshop, participants will be provided with an introduction about the requirements of International Conferences of ELSA. Additionally, we will discuss the possibility of organising events in hybrid format.

Outcome

Participants of the workshop comprehend the necessary knowledge and know if it is feasible and how to organise the International Conference of ELSA in their country/Local/National Group.

Preparation

Read Chapter 5 under the S&C part in the Decision Book.

14:30 – 16:00

HOW TO DRAW REVENUE FROM WEBINARS? – JOINT WITH FM**Description**

Over the last couple of years, webinars have grown in popularity. If you are looking for ways to generate a meaningful income through webinars, you've come to the right place. During the workshop, we will cover best webinar practices so that you can monetise your knowledge to the maximum.

Outcome

Participants of the workshop gain the understanding on how to manage the revenues from webinars.

Preparation

No preparation required.

 SEMINARS AND CONFERENCES WORKSHOP

17:00 – 18:30

S&C HALL OF FAME

Description

Being a part of the S&C family does not end with the term but continue even after to light the way for the next generations. It is a long journey from being just a local member to the International Board, and the former S&Cers of the International Board are the best kind of teachers.

Outcome

Participants of the workshop benefit from the experiences of the former VPs S&C.

Preparation

Prepare a list of the questions that you would like to ask to former VPs S&C of the IB and be ready to take a journey to the long history of the S&C!

Friday, 13th November 2020

11:00 – 13:00

CONVINCE ME! – JOINT WITH MKT

Description

Being able to efficiently communicate the essence of our projects, the opportunities we offer and the value we bring is one of the most important things. But how can we speak clearly and figure out how to appeal to the person we are addressing? In addition to that, we will discuss and vote upon the proposal.

Outcome

During this workshop participants will create their own elevator pitch for various S&C projects, and decide upon the relevant proposals.

Preparation

Bring all your energy and prepare to demonstrate your communications skills. Read the relevant proposals No. 33.

14:30 – 16:00

FUTURE OF THE ANNUAL HUMAN RIGHTS CAMPAIGN – JOINT WITH AA

Description

The aim of this workshop is to present and elaborate on ELSA's commitment to human rights and raise awareness about our partnership with the Council of Europe. During the workshop, ELSA International will present the structure of the Annual Human Rights Campaign and the 9th Edition of ELSA DAY whilst discussing potential changes of implementation of human rights.

SEMINARS AND CONFERENCES WORKSHOP

Outcome

Better understanding of the structure of the Annual Human Rights Campaign and developing the plan for this year's campaign.

Preparation

Read [the Annual Human Rights Campaign Outline](#), [IFP Handbook](#) and [Chapters 4 and 5 \(Part 1 - General\) of the ICM Decision Book](#) (page 9).

16:30 – 17:30

EXCHANGE FORUM**Description**

It is now your time to shine! During this workshop you will have a chance to share amazing Local/National events you organise and encourage the others to join them.

Outcome

Participants of the workshop get to know projects organised within the Network.

Preparation

Prepare a presentation of the event you wish to present to the workshop.

17:30 – 18:30

MISCELLANEOUS AND CLOSING**Description**

All good things must come to an end. This will be the moment for final questions, feedback and sweet goodbyes before our next meeting.

Outcome

A satisfactory closure of the week.

Preparation

Think critically about the week and what could be improved for the next ICM. Do not forget to take your party accessories for the traditional S&C family picture!

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Timetable

	8th November	9th November	10th November	11th November	12th November	13th November	14th November		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
09:00	Free	Breakfast							
09:30									
10:00		Free	Quality Standards	Mid Plenary	Free	Free	Final Plenary		
10:30									
11:00		OYOP & Activity Reports	STEP Brand - Joint with MKT			Member Engagement - Joint with IM & AA/MCC			
11:30									
12:00		STEP Research Project							
12:30									
13:00		Lunch				Lunch			
13:30									
14:00									
14:30		Opening Plenary	Professional Development - Joint with AA/MCC	Blacklist		Mid Plenary	Free	Verification & Matching	Final Plenary
15:00	Reception			Development Goals					
15:30									
16:00	Break		Break						
16:30				Concluding Remarks					
17:00	Digital Traineeships				Proposals			STEP Budget - Joint with FM	
17:30									
18:00	Opening Workshop	Reporting Time & Dinner	Free	Reporting Time & Dinner					
18:30									
	Officers and Freshers' Workshop								
19:00	HoD								
19:30	Dinner								
20:00									
20:30									
21:00	Social								
21:30									

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Preparations and Reminders

In order to actively participate and contribute to the Workshops, please, do not forget to:

- [Statutes and Standing Orders](#);
- [International Council Meeting Decision Book 52nd Edition](#) (pp. 4-15, 69-72);
- Minutes of the STEP Workshop in [KAM Istanbul](#);
- Minutes of the STEP Workshop in the X KAM Online;
- Minutes of the STEP Workshop in [ICM Constanta](#);
- Minutes of the STEP Workshop at the [ICM Online](#);
- STEP Handbook;
- [STEP Tutorial](#);
- [STEP Calendar 2020/2021](#);
- [STEP part of the ELSA Officers Portal generally](#);
- [STEP website](#); and
- [The One Year Operational Plan \(OYOP\) of the International Board of ELSA 2020/2021](#).

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

To access some of the documents above, you may require the following:

Username: officer

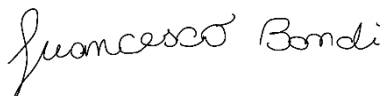
Password: 7zXZZNq

Also, please read the following **draft agenda carefully**. Should you need any clarifications, please do not hesitate to contact me at step@elsa.org.

Use the STEP mailing list (elsa-step@listserve.elsa.org) as well as the [ELSA STEP TEAM 2020/2021](#) Facebook group and start a discussion even before the LXXVIII International Council Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the Workshop.

It is my pleasure to welcome to the STEP Workshop!



Francesco Bondi

Vice President in Charge of the Student Trainee Exchange Programme (STEP)
International Board of ELSA 2020/2021

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Draft Agenda

Sunday, 8th November 2020

OPENING WORKSHOP**Description**

During this workshop, the foundations for the week of STEP workshops are laid. We elect the STEP workshop Officers, i.e. the Chair, the Vice-Chair and the Secretaries. The agenda of the STEP workshops are also presented for approval, the workshop rules are created by the Participants, and expectations for the weekend are exchanged.

Outcome

Election of Workshop Officers, approval of the Agenda and drafting of Workshop Rules. Introduction to other officers.

19:00 – 19:30

OFFICERS AND FRESHERS WORKSHOP**Description**

During this Workshop, participants elected to be the Officers will be prepared for their tasks during the week. At the same time people who attend the ICM for the first time will have the chance to get to know the customs and atmosphere of the event.

Outcome

Enable Workshop Officers to undertake their task.
Presenting to new members content of the meeting.

Preparation

None.

19:30 – 20:00

HEAD OF DELEGATION'S MEETING**Description**

The Heads of Delegation are the main communication channel between the International Board and National Group. Although online, this ICM is not an exception hence the meeting of the Heads of Delegation will provide you with all the important and useful information.

Outcome

Heads of Delegation understand their tasks and responsibilities for the upcoming week

Preparation

No preparation is required.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Monday, 9th November 2020*11:00 – 12:00***OYOP & ACTIVITY REPORTS****Description**

During this workshop, the participants share the main points of their One Year Operational Plans (OYOPs) for the term 2020/2021. Additionally, the participants assess their activities and achieved outcomes since the first date of the term. Have you been successful in achieving the goals you set out for yourself during the beginning of the term or is this proving more difficult than expected?

Outcome

Participants of the workshop assess what their main goals for the term are, where they are in terms of progress of realising those goals, and what the next steps forward should be. In doing so, participants will have the opportunity to share their experiences and best practices.

Preparation

Read [The One Year Operational Plan \(OYOP\) of the International Board of ELSA 2020/2021](#), and skim through the Activity Reports of other National Groups (cf. the STEP mailing list before the ICM). Be prepared to share both your OYOP with the Workshop and a summary activity report since the beginning of your term to date.

*12:00 – 13:00***STEP RESEARCH PROJECT****Description**

The term 2019/2020 saw the initial implementation of the STEP Research Project throughout most of the network with a final interim report consisting of reports from 22 countries. The new term, however, demonstrated the need to revise and renew the next steps for the project, both in regards to internal network management as well as towards the society at large.

Outcome

Participants will have the opportunity to review and discuss the current progress of the project. The future stages of the project in regards to our internal legal issues as well as the possibility of using the outcome as an advocacy tool will be discussed.

Preparation

Read the Minutes of the STEP Workshop at the [ICM Online](#) and at the [X Online Key Area Meeting](#) concerning the STEP Research Project.

Prepare to present your national strategies and progress regarding the STEP Research Project and begin brainstorming how you would like to see the project develop and what outcomes you would like to see.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

14:30 – 16:30

PROFESSIONAL DEVELOPMENT – JOINT WITH AA/MCC**Description**

The new term, and specifically the recent International Internal Area meetings saw various fruitful discussions and renewed drives towards the creation and implementation of a new Professional Development strategy for our Association. During this workshop, the workshop will be presented with the work thus far carried out and will thus have the opportunity to discuss how to proceed during the following months of the term.

Finally, the joint AA/MCC & STEP Professional Development proposal will be presented.

Outcome

The workshop participants are provided with an overview of the current status of the work towards a new professional development strategy on the International Level. The future steps and goals will be presented and discussed.

Preparation

Read Proposals no 47 and 48. Prepare to present your national approach towards Professional Development and be prepared to discuss how you would like to see this strategy developed and implemented on the international level.

17:00 – 19:00

DIGITAL TRAINEESHIPS**Description**

Recent challenges and discussions throughout the network have, specifically during the X Online Key Area Meeting have demonstrated how Digital STEP Traineeships are not to be simply considered a solution but also a method to engage and develop the skills of a wider range of our members and young professionals. During this workshop, participants will have the opportunity to better understand and discuss more in depth the nature of Digital STEP Traineeships, and the ways to render this format a stable and qualitative part of STEP.

Outcome

The general framework and future goals in regards to Digital Traineeships will be discussed. Specific quality standards in regards to Digital Traineeships will be updated and set.

Preparation

Read the minutes of the STEP Workshop on Digital Traineeships at the [X Online Key Area Meeting](#).

Review the Digital Traineeships Guidelines and the [Annex to the TSF Agreement](#).

Prepare a list of quality standards that you believe should be included in the framework of Digital Traineeships.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Tuesday, 10th November 2020*10:00 – 11:30***QUALITY STANDARDS****Description**

Albeit STEP has seen an incredible number of innovations and improvements, it is important that we continue to focus on the quality of the experience and platform that we provide for our members in order to continue improving these and ensuring the future sustainability of the project as a whole. During this workshop, the current quality standards will be discussed and reviewed in order to take into account the new challenges and needs of the present.

Outcome

The quality standards relating to STEP will be reviewed, discussed and a renewed approach will be drafted.

Preparation

Read the STEP Part of the Decision Book relating to the Quality Standards. Prepare to critically review and discuss these and present your ideas on how we can improve these and render the project more qualitative for our members and ensure its sustainability.

*11:30 – 13:00***STEP BRAND – JOINT WITH MKT****Description**

The past term and initial months of this term saw the innovative drive towards a renewal of the STEP marketing strategy and the brand maintained and strengthened. During this workshop, the concrete steps for the new marketing strategy of this term will be presented and discussed. Thereafter, the workshop will have the opportunity to discuss the future of the STEP Brand and the path we wish to take as an association in order to modernise and renew our project and area.

Outcome

The concrete marketing strategy for the term will be presented and discussed. The future of the Brand and project will be discussed.

Preparation

Read the minutes from the joint MKT & STEP workshops during the X Online Key Area Meeting. Think about the key selling points and aspects of the projects as well as the goals we wish to achieve as a project and area in regards to our marketing strategy and brand.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

14:30 – 15:30

BLACKLIST**Description**

The blacklist mechanism has long been discussed in the network as a way to ensure the quality expansion of our project. The implementation thereof, however, remains scattered and unclear. As such during this workshop, the participants will have the opportunity to discuss the mechanism and the future thereof.

Outcome

The strengths and weaknesses of the Blacklist mechanism are identified. The system is discussed and improved.

Preparation

No preparation needed.

15:30 – 16:30

RECEPTION**Description**

Reception is one of the key selling points for our project and one of the key factors for general human resources. Nonetheless, this aspect of STEP continues to require further development and improvement, particularly in regards to its integration with Digital STEP Traineeships. During the workshop, the participants will be presented with the steps thus far taken in regards to this area and will then have the possibility to discuss further concrete steps.

Outcome

Concrete next steps in order to improve Reception even further are discussed. Participants of the workshop learn from each other by sharing best practices.

Preparation

Prepare to present how your National/Local Group handles the Reception of STEP Trainees. Think how STEP Reception should be improved to fulfil the purposes it was set to serve as a cultural exchange programme and specifically in regards to the new Digital STEP Traineeships and Digital Reception.

17:00 – 19:00

PROPOSALS**Description**

With the ambitious goal of having all STEP-related proposals dealt during the Mid-Plenary, this workshop is dedicated for discussing all of the STEP proposals.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Outcome

The STEP proposals to amend the ICM Decision Book brought by ELSA International and National Groups are discussed, amended (if necessary) and recommended either positively or negatively by the Workshop.

Preparation

In order to proceed through all of the proposals as efficiently as possible within the allocated time, read through the proposals no 43 – 46 carefully prior to the workshop and prepare your comments and amendments thereto, if any.

Thursday, 12th November 2020

17:30 – 19:00

STEP BUDGET – JOINT WITH FM & STEP**Description**

The past term has demonstrated that STEP has a large ability and potential to grow. A lot has been achieved in terms of creating a sustainable STEP budget capable of maintaining and evolving the project, however a lot of work is still to be done before STEP can become fully self-sustaining. During this workshop, the participants are first presented with the recent updates regarding the renewed STEP budget as well as the fee for external applicants.

Outcome

Updates surrounding the current financial status as well as future goals are presented and discussed. The matter of the External Applicant fee is presented, reviewed and debated.

Preparation

Read the minutes from the joint STEP & FM Workshops of [ICM Constanta](#) and the X KAM Online.

Friday, 13th November 2020

11:00 – 13:00

MEMBER ENGAGEMENT – JOINT WITH IM AND AA/MCC**Description**

Quality of our projects also depends on our members and their participation. As we develop new projects every year, it has become more and more difficult to attract participants and applicants for most of our projects. This workshop will focus on member engagement, Student Hunting during STEP cycle, as well as on human resources problems of the ILRG.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

Outcome

Creating a basis for the member engagement strategy in our projects.

Preparation

No particular preparation is needed, however be ready to present your “participants hunting” methods.

14:30 – 15:30

VERIFICATION & MATCHING**Description**

The 2019/2020 term saw the introduction of new Verification & Matching Guidelines in order to harmonise the approach taken towards these processes. It is important, however, to continue to revise these criteria in order to take into account the new challenges and circumstances of each cycle. During this workshop, participants will have the opportunity to first better understand and thereafter discuss their view of these guidelines and provide feedback and input thereto.

Outcome

The Verification & Matching process and criteria will be presented, reviewed and discussed by the Workshop.

Preparation

Read the Matching section of the [STEP Handbook](#) and the past [Verification & Matching Guidelines](#).

15:30 – 17:00

DEVELOPMENT GOALS**Description**

It is a clear known fact that STEP is the oldest flagship project of ELSA. Whilst it is important to remember our past, in order to ensure sustainability and a bright future, it is vital that we look towards the future and the goals we need to achieve to constantly better our project.

Outcome

An initial discussion surrounding STEP Development Goals will be started for the term.

Preparation

Think about where you would like to see STEP in 5 years' time. What would you like to see improved? What would you like to see different?

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

17:30 – 18:30

CONCLUDING REMARKS**Description**

As the last STEP workshop of the ICM, it is time to wrap everything up and think about the next steps to follow.

Outcome

Experiences are shared, any remaining questions are answered, and the STEP workshop is closed.

Preparation

Be prepared to critically evaluate your experiences throughout the ICM and the STEP Workshops and bring your suggestions for improvements.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2020/2021

Weronika Bańska

| President of the International Board of ELSA 2020/2021

Internal Board Work

- Preparing the Board meetings agendas;
- Chairing weekly Board meetings;
- Preparing concept notes and chairing the strategic meetings of the International Board;
- Collaborating with Key Areas with respect to external contacts, and the development of project partnership packages and fund-raising strategies;
- Collaborating with FM with respect to financial situation of the Association;
- Collaborating with IM with respect to board management, contact with Alumni, internal meetings and Strategic Goals implementation;
- Collaborating with MKT with respect to communication strategies, partnership proposals, establishing market research and 40th Anniversary social media campaign.

Network management and coaching

- Maintaining regular contact with BEE Network via Facebook group and mailing list;
- Providing BEE Officers with monthly newsletters and open calls;
- Maintaining regular contact with the coaching countries – ELSA Belarus, ELSA Belgium, ELSA Bosnia and Herzegovina, ELSA Germany, ELSA Spain, ELSA UK – via chats and coaching calls;
- Organising workshops and practical sessions for national and local officers upon request.

ELSA International Team

- Preparing the first and second calls for EIT and conducting interviews with all the candidates;
- Appointing the Assistant for Knowledge Management Carl Tidemyr;
- Appointing the Assistant for Diversity and Inclusion Marine Richert;
- Appointing the Advocacy Team with the Director (Kenyah Coombs) and Assistants (Anita Dangova, Angela Angelovska, Yagmur Gundogdu and Daniel Parkin)
- Appointing the cross-functional External Relations Team with the Director (Megan Choong Jieh Yue) and Assistants (Eliza Touli, Karolina Zieminska, Simay Demir, Vasileios Vouras)
- Establishing principles of cooperation and channels of communication;
- Ongoing cooperation with the respect to strategies and projects

External relations

- Re-evaluating the already existing strategies and practises;
- Creating the new. strategy for external relations approach;
- Working on new templates for partnership materials;

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- Conducting meetings with partners and other external stakeholders;
- Preparing the tailored offers for each. Partner;
- Developing the multi-area cooperation;
- Searching for new potential partners;
- Co-creating the fundraising strategies for projects of ELSA;
- Introducing necessary amendments in partnership agreements;
- Co-creating new strategy for offering promotion opportunities.

Expansion

- Introducing useful tools for the qualitative management;
- Maintaining the contact with students from Kazakhstan;
- Maintaining the contact with other law students associations (ALSA, AusLSA, DLSA) to promote our projects and search for common initiatives;
- Maintaining the contact with other youth NGOs to promote our projects and search for common initiatives.

Representation and engagement

- Representing ELSA at:
 - AIJA Annual Congress,
 - IFISO Autumn Meeting 2020,
 - Associations UK Congress.
- Attending several online meetings and webinars organised by entities supporting associations' governance and management;
- Delivering the workshop for the STEP Officers during the X Key Area Meeting Online;
- Delivering the workshop for the IM and FM Officers during X Supporting Area Meeting;
- Delivering workshop at National Officers' Meeting of ELSA Germany;
- Delivering OYOP Training for ELSA Belgium.

Sina Gertsch

| Deputy Secretary General of the International Board of ELSA 2020/2021

General Administration

- Creation of the common One Year Operational Plan of the International Board of ELSA 2020/2021 and final compilation;
- Compilation of Monthly Updates of the International Board 2020/2021;
- Registration of the International Board 2020/2021 with the chamber of commerce in Amsterdam;
- Preparation of Board Meetings, attendance of Board Meetings and signing of minutes;
- Attendance of EDF Board Meetings;
- Preparation of IM and general questions for the State of the Network Inquiry and final editing;
- Managing the general email account of ELSA;
- Communication with ELSA Alumni;
- Communication with National Alumni Associations;
- General support and assistance for the International Board 2020/2021;
- Representation of ELSA at Autumn Meeting of IFISO.

Communication and IT

- Creation of the IM Facebook Group 2020/2021;
- Creation of the Slack Workspace for the International Board 2020/2021;
- Creation of the Slack Workspace for the ELSA International Team 2020/2021;
- Update and maintenance of the ELSA website (elsa.org);
- Maintenance of mailing lists;
- Administration of the G-suite system.

International Internal Meetings

- Planning the Internal Management workshops for the X Supporting Area Meeting;
- Creation of the X SAM Participants' Facebook Group;
- Creation of the LXXVIII ICM Participants' Facebook Group;
- Preparing the Working Materials for the X Supporting Area Meeting;
- Final compilation of the LX International Presidents' Meeting Working Materials;
- Final compilation of the X Key Area Meeting Working Materials;
- Preparation of all the necessary materials for the Area Meetings (templates for Minutes, Guidelines for Chairs and etc.)
- Skype meetings with the Organising Committee and planning of the LXXVIII ICM Antalya (July);
- Preparing the Working Materials for the LXXVIII International Council Meeting;
- Skype meeting with the Organising Committee of the LXXIX ICM Brno;
- Releasing SAM, KAM and IPM Minutes;
- Preparing structures for the newly implemented International Internal Meetings cycle.

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ELSA International Team 2020/2021

- Creating websites for the 1st and 2nd calls of the ELSA International Team 2020/2021;
- Appointment of Assistants (in no particular order): Kim Irrlitz (ELSA Training), Tom Hartmann (International Internal Meetings), Luciana Ayres de Campos and Yordan Kyurkchiyski (Internal Management), Andrei Dumbrava, Sebastian Klein, Jan Wisniewsky and Juan Francisco Carlavilla Ruiz (IT Team); Florent Apelian (Director for Human Resources), Eva Sichmanova (Assistant for Knowledge Management), Kalypso-Sofia Sdrali (Assistant for Officer Development), Eve Ahonen (Assistant for National Relations);
- Communication with the Proofreading Team;
- Meetings with all EIT members to discuss goals for the term.

ELSA Training

- Communication with the ITP;
- Co-writing guidelines for online training sessions with my predecessor Nana Gegia;
- Co-writing voluntary agreements for the ITP Trainers with my predecessor Nana Gegia;
- Creation of Google shared drive for ITP Trainers with my predecessor Nana Gegia;
- Promotion of ELSA Training during X SAM Online;
- Brainstorming new promotion strategy with the Deputy VP Marketing of the International Board;
- Communication with the Assistant for ELSA Training to provide National Groups with guidance on establishing National Trainers' Pools.

Coaching and Network Engagement

- Introductory emails in August;
- Google Meet meetings with my coaching groups ELSA Czech Republic, ELSA Iceland, ELSA Serbia and ELSA Turkey in August/September;
- Coaching reporting to the rest of the International Board 2020/2021;
- Open calls with National IMers;
- Presentation of the International Board and Human Resources at the NOM Germany;
- Presentation of Human Resources and ELSA Training at Belgian SAM.

Human Resources

- Brainstorming on professional HR strategy;
- Appointment of EI Team for Human Resources;
- Communication with externals on the creation of an ELSA 'personality test';
- Brainstorming questions for an HR survey.

Carlos Eduardo Pereira

| Deputy Treasurer of the International Board of ELSA 2020/2021

Internal Board Work

- Attending the weekly board meetings;
- Supporting BEE with the financial information, in order to help External Relations plan;
- Working together with IM in preparing EDF's Board of Director Registration;
- Working with MKT in preparing application for Google Ad Grant, #FM_Webinar and defining Marketing Budget Strategy;
- Collaborating with AA in the analysis of EHRMCC budget;
- Supporting MCC in what regards to JHJMCC Budget, regarding its balances and the exceptional circumstances of the competition; managing all the financial transactions;
- Collaborating with STEP with respect to the development and future of the STEP budget, and fund-raising strategies;
- Providing financial support in some key areas projects, as: Career Lunch.
- Meeting with the Council of Europe regarding EHRMCC, WFD and terms of cooperation for the term.

Network Management and Coaching

- Creation and regular contact with FM Network via Facebook group;
- Established the Introductory Meetings with major part of FMers from our National Groups;
- Some meetings concerning some punctual situations in ELSA Groups;
- Introduced myself to my coaching groups – ELSA Russia, ELSA Malta, ELSA Norway, ELSA The Netherlands and ELSA Ukraine;
- Having periodical meetings with my coaching groups;
- Providing two workshops on National Officers Meeting of ELSA Germany;
- Launching #FM_Webinar with the first two topics: ELSA Development Foundation and National Group Financial Strategy.

International Internal Meetings

- Preparation of the working materials and workshops, attendance and follow up of X. Online Supporting Area Meeting and X. Online Key Area Meeting;
- Conducting workshops in X. Online Supporting Area Meeting and X. Online Key Area Meeting;
- Preparation materials for LXXVIII Online ICM.

Financial Administration

- Calculating and Invoicing Membership Fee 2020/2021 from National Groups;
- Meeting and managing accounting questions with our Accountant;
- Daily Bookkeeping work;
- Daily routine for the Treasurer such as invoicing and budgeting;
- Communication with the bank and management of the accounts;
- Assessing and monitoring the current Financial situation;

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- General accounting and asset management;
- Finishing the calculation of ICM's Malta Reimbursements from the expenses of ELSA International Team 2019/2020 and transfer the right amount to the former member;
- Updating ELSA International List of Debtors;
- Contacting and evaluating the current Payment Agreements negotiated with National Groups.

ELSA Development Foundation

- Appointing the Director for EDF;
- Calculating and invoicing the EDF's contribution of all the Members countries;
- General administration of the ELSA Development Foundation;
- Managing with the Director for EDF the application procedure and reporting procedure from the 1st cycle of our EDF;
- Opening the 2nd cycle of applications;
- Applications for funding received, reviewed and decided upon with the Board of Directors of the EDF;
- Implementing Mode of Support D's Form.

FM Toolkit

- Appointing two Assistants for FM Toolkit;
- Brainstorming about the current FM toolkits quality;
- Developing STEP Budget Toolkit;
- Developing MKT Budget Toolkit;
- Developing Cash Management Toolkit;
- Planning template for National Groups Budget;
- Researching the availability of implementation of Treasury Express.

Grants

- Appointing two Assistants for Grants;
- Preparing the EYF application with my teammates and formalising the resubmission;
- Researching new possible Grants with EIT for ELSA International;
- Researching with the VP MKT and our EIT every information to send Google Ad Grants application;
- Researching the Erasmus+ grant situation;
- Preparing the Grants Summary Project;
- Preparing Grants Handbook Update;
- Working in a Regional Grant's Strategy for ELSA Groups.

Nikos Fifis
| Deputy Vice President in charge of Marketing of the International Board
of ELSA 2020/2021

Internal Board Work

- Attending the weekly board meetings;
- Collaborating with BEE with respect to external contacts, regular communication and updates to them via analytics and statistics, and development of new partnership packages and fundraising strategies;
- Collaborating with IM regarding the creation of the State of the Network questions, and preparing a new strategy for the promotion of ELSA Training;
- Collaborating with FM with respect to the fundraising for the 68th edition of Synergy and creation of the newly introduced FM webinars;
- Collaborating with AA in terms of creating a new promotion strategy with more materials for EHRMCC, ELR and LRG, whilst working on the new branding of ENC;
- Collaborating with EMCC concerning the creation of the new partnership packages for JHJMCC, communicating and informing the partners, and establishing new communication channels for the promotion of the Competition via a LinkedIn Showcase Page and a mailing list;
- Collaborating with S&C with respect to the creation of a new promotion strategy of Winter ELSA Law Schools, ELSA Delegations, ELSA Webinars and ELSA Webinars Academy, and establishing a new Branding for WELS;
- Collaborating with STEP regarding the creation of the new partnership packages and new STEP media card, whilst establishing a new socially responsible promotion strategy for STEP, creation of a new brand identity and promotion strategy for Career Launch;
- Creating newsletter templates for BEE, AA/MCC, S&C and STEP and rebranding internal statutory documents.

ELSA Network

- Creation of a common Facebook Group for all Marketing Officers of the Network, with weekly updates on the Area;
- Introductory video calls with each National Marketeer of the Network at the beginning of the term;
- Introduced and established open calls for the Marketing area;
- Answering to any queries related to Marketing in a timely manner, whilst organising explanatory video calls with Marketeers;
- Preparing and conducting Marketing and joint workshops at X SAM Online;
- Participating at X KAM Online and conducting joint workshops;
- Introduced and established the Marketing newsletter;
- Engaging in the coaching system of the International Board, organising calls with the coaching groups for monthly updates and answering to any queries that come up;
- Preparing the first and second calls for EIT and conducting interviews with all the candidates;

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- Participation at the National Officers' Meeting of ELSA Germany, ELSA Austria and ELSA Poland;
- Formation of the International Marketing Team, introducing for the first time the following positions; Assistant for Promotion, Assistant for Knowledge Management and the Director for Marketing;
- Following up on the Work of the teams regularly and providing updates necessary to support their work.

External Relations, Fundraising and Public Relations

- Constant cooperation with the BEE area in order to ensure good relationships with partners;
- Meeting with the CoE at Strasbourg;
- Meeting with the WTO and partners of the JHJMCC at Geneva;
- Contact with partners and follow-ups with all the marketing analytics regarding posts, mail campaigns and newsletters;
- Establishment of new partnerships;
- Communication with youth NGOs in Brussels;
- Creation of a new partnership booklet;
- Creation of new advertisement packages;
- Implementation of a new strategy for partnerships for the Synergy magazine;
- Preparations for applying for the Google Ad Grant.

Synergy

- Preparation of the 68th edition of Synergy alongside the Assistant Editor for Synergy;
- Compilation of the articles;
- Creating new advertisement packages for the Synergy magazine;
- Regular communication with the CoE regarding the topic and the receipt of articles;
- Purchase of Adobe Stock Photos;
- Researching opportunities for the publishing of the magazine in more digital platforms.

Marketing Development

- Introducing the Marketing Development Team;
- Introducing videos in the new marketing kits and holding workshops on the creation of audiovisual content;
- Creating a new brand identity for Career Launch;
- Rebranding of Winter ELSA Law Schools, and introducing a new marketing kit for the promotion of IFP;
- Establishing a cross-promotion strategy within the Network engaging National and Local Groups;
- Utilising Google Analytics and Social Media Platforms' Analytics Software.

Maja Rajic
| Vice President in charge of Academic Activities of the International
Board of ELSA 2020/2021

Internal Board work

- Attending the weekly board meetings and taking the minutes thereof;
- Assuming the responsibilities of being the Head of ELSA International Delegation for the autumn ICM Online;
- Collaborating with BEE with respect to external contacts and establishing common external relations strategy;
- Collaborating with IM with respect to the compilation of the Working Materials for KAM Online and ICM Online, creation of the State of the Network questions, and the necessary corrections to the internal regulations;
- Collaborating with FM with respect to the EHRMCC budget as well as Career Launch financial matters;
- Collaborating with MKT with respect to creating new promotional materials for the EHRMCC, rebranding of the ENC and general marketing strategies for the term;
- Collaborating with MKT and BEE regarding the 40th Anniversary social media campaign and holding bi-weekly meetings;
- Collaborating with the other Key Areas with respect to planning joint initiatives (i.e. the International Focus Programme, including the necessary Annual Human Rights Campaign preparations).

Network Management and Coaching

- Maintaining regular contact with AA/MCC Network via Facebook group;
- Established the practice of monthly newsletters and open calls;
- Introduced myself to my coaching groups – ELSA Armenia, ELSA Slovenia, ELSA Poland, ELSA Portugal, ELSA Romania and ELSA Republic of Moldova;
- Monthly AA/MCC open calls and newsletter;
- Having regular monthly meetings with my coaching groups.

Project Management

EHRMCC

- Regular contact with the Academic Board and Case Authors;
- Regular contact with Regional Round Organisers;
- Redrafting Rules updating all Competition materials;
- Conducted meetings with the Council of Europe, the European Court of Human Rights, the City of Strasbourg and the Academic Board;
- Conducted invitation campaign for Written Submission and Final Oral Round judges;
- Regular contact with the winning team and the Best Oralist of the 8th edition regarding internships in Strasbourg and Brussels;
- Updated the EHRMCC website.

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ILRG

- Regular meetings with Wolf Legal Publishers to discuss continued collaboration and common publications strategy;
- Finalising the publication of the Final Report and the Concluding Report of the ILRG on Internet Censorship;
- Contacted potential partners for the ILRG on Human Rights and Technology;
- Drafted the Academic Framework and other relevant materials in collaboration with the Academic Board;
- Appointed the International Coordinator for the ILRG on Human Rights and technology;
- Updated the ILRG website.

ELR

- Set the Editorial Board for the ELSA Law Review for the term 2020/2021;
- Collected the articles for the second issue of the 2020 ELR;
- Reviewed and shortlisted articles for Catolica Global School of Law together with my ELR team;
- Updated the ELR website;
- Developing public relations strategy for the ELR with the Director for Publications and the Assistant for the ELR.

Academic Competitions

- Regular contact with the Academic Competitions Team;
- Initiated work on ENC European Final Round;
- Started research about various Academic Competitions in the Network;
- Recording internal webinars on various Academic Competitions.

ROLE

- Regular contact with ELSA Alumni and bi-weekly meetings with the ROLE Team, together with the President;
- Initiated first meetings with ROLE pilot countries;
- Creating external relations strategy for ROLE with the President;
- Working on the branding of the project together with Deputy VP MKT.

International Focus Programme

- Recording internal webinar on Annual Human Rights campaign in collaboration with VP S&C;
- Delivered the IFP Workshop on X Key Area Meeting;
- Researching opportunities for presentations of ELSA IFP projects.

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ELSA International Team

- Preparing the first and second calls for EIT and conducting interviews with all the candidates for both AA team and cross-functional teams;
- Appointing in the EHRMCC Team one Director (Yana Lysak), Assistant for Judges (Clara Debono), Assistant for Teams (Pauline Amice) and Assistant for Regional Rounds (Ausra Abraytite);
- Appointing in the Academic Competitions Team one Director (Marta Slawinska) and four Assistants (Samira Safarova, Iona Pillet, Elene Ghudushauri and Nina Blakeway);
- Appointing in the Legal Writing Team two Assistants – Assistant for the ILRG (Alexandra Stoica) and Assistant for the ELR (Ali Aguilera Djoubi);
- Appointing in the cross-functional Publications Team one Director (Bernadetta Semczuk), five Academic Editors (Ekaterina Kasyanova, Alessia Zornetta, Ludovico Amianto, Beatrice Marone and Alexandra Gaglione), two Linguistic Editors (Maisie Beavan and Tina Novak) and one Technical Editor (Antonette Pereschino);
- Appointing in the cross-functional Educational Initiatives Team three Directors – Director for Human Rights, Director for Youth forum on AI and Director for ROLE (Mark Anthony Borg, Matea Golem and Edwin Morris John) and five Assistants for Human Rights (Laura Cestaro, Glen Mebelli, Andrea Grima, Melanie Kahwaji and Zoi Papakyritsi).

Representation and Network engagement

- Represented ELSA at following events:
 - IFISO Online Autumn Meeting;
 - ELI Annual Conference 2020 Online;
 - Conference of the Council of Europe and European Court of Human Rights – “Human Rights for the Planet”;
- Prepared for and attended X KAM Online;
- Prepared and delivered Workshops on X SAM Online;
- Prepared for the 78th ICM Online and assumed the responsibility of Head of Delegation of ELSA International;
- Delivered a webinar on “How to carry out a legal research” at FinTech/LegalTech Group of ELSA Ankara, ELSA Heidelberg and ELSA Pisa;
- Delivered a Workshop on National Officers’ Meeting of ELSA Germany;
- Delivered Crisis Management workshops in BKAM and ELSA UK Training Day;
- Participated in the EHRMCC info session of ELSA Bucharest as a speaker.

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Louis Bremond
| Vice President in charge of Moot Court Competitions of the
International Board of ELSA 2020/2021

Internal Board Work

- Attending the weekly board meetings;
- Collaborating with the other board members and providing help and support when needed;
- Working on the physical archives of the international board of ELSA;
- Maintaining regular contact with the insurance and trying to improve the material conditions of the offices;
- Fostering communication and planning with the rest of the areas, both in project management and for the general life of the association;
- Discussing and being involved in the topics of the association.

International Internal Meetings

- Prepared and delivered AA/MCC workshops during the X KAM Online with Maja Rajic;
- Prepared and delivered practical sessions on negotiation during the X KAM Online;
- Prepared and delivered workshops during the IM, FM and Marketing workshops during the X SAM Online;
- Prepared AA/MCC workshops for the 78th ICM Online.

Network Engagement

- Keeping the network updated on my work and on the events happening in the area;
- Publication on the AA/MCC Facebook group and of an AA/MCC newsletter and organisation of Open Calls;
- Communicating with my coaching groups, ELSA Estonia, ELSA Finland, ELSA Georgia, ELSA Hungary and ELSA Switzerland;
- Participating in the National Officers' Meeting of ELSA Germany;
- Participating in a webinar of ELSA UK;
- Prepared with Francesco Bondi a training for ELSA UK;
- Participating in the BKAM of ELSA Belgium;

ELSA International Team

- Prepared and release the call for the MCC EIT;
- Appointed the John H. Jackson Moot Court Competition Team and a National and Local Moot Court Competition and started to work with them;
- For the JHJMCC Team, Francisco Arga E Lima (*Assistant for the John H. Jackson Moot Court Competition*), Mathieu Verhelst (*Assistant for Regional Rounds*), Joelle Marciano (*Assistant for Panellist*) and Emily Greenaway (*Assistant for Teams*);
- For the NLMCC Team, Zlatko Hadzic and Hector McCarroll (*Assistants for NLMCC*).

John H. Jackson Moot Court Competition

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- Attending evaluation meetings with my predecessor and the partners of the Competition, in Geneva, Brussels and online;
- Keeping constant communication with the technical supporters of the Competition, the WTO staff;
- Meeting online with the other actors of the Competition;
- Preparation of the Case of the Competition;
- Adapting the materials to the Virtual Regional Rounds;
- Working with Nikos Fifis to create a new strategy for the communication around the Competition;
- Working with Carlos Eduardo Pereira on adapting the budget of the Competition and preparing solution for a completely online edition;
- Creating booklet for the Competition and adapting packages for the sponsors and academic supporters
- Launching the 19th edition of the John H. Jackson Moot Court Competition on the 15th September;
- Creating the financial help for the teams;
- Working on the Virtual Regional Rounds;
- Preparing template and material to promote the Competition for the national and local ELSA groups;
- Working on finding a new Patron for the Competition;

Other Projects

- Working on the Youth Forum on Artificial Intelligence for the 40th anniversary of ELSA;
- Working on the EYF grant application for the project;
- Working with Francesco Bondi with speakers for the Career Launch.

National and Local Moot Court Competition

- Working on gathering data from the moot courts in the network;
- Drafting templates and documents that could help the officers in charge of moot court in the network;
- Having calls and discussions with officers to provide them with help and support.

Ilke Yilmaz

| Vice President in charge of Seminars and Conferences of the
International Board of ELSA 2020/2021

Internal Board Work

- Attending the weekly board meetings;
- Collaborating with BEE with respect to external contacts, development of academic partners for ELSA Law Schools and establishing common external relations strategy;
- Collaborating with IM with respect to the compilation of the Working Materials for KAM Online and ICM Online, creation of the State of the Network questions, and the necessary corrections to the internal regulations;
- Collaborating with MKT with respect to creating new promotional materials for the ELSA Webinars, rebranding of the Winter ELSA Law Schools and general marketing strategies for the term;
- Conducting the communication as the main contact person with the Council of Europe regarding ELSA Day and Annual Human Rights Campaign;
- Collaborating with the other Key Areas with respect to planning joint initiatives (i.e. the International Focus Programme, including the necessary Annual Human Rights Campaign preparations).

Project Management

ELSA Law Schools

- Creation of the Winter ELSA Law Schools 2020/2021 Calendar;
- Launching the WELS Organising Committees 20/21 Facebook Group;
- Assisting with the promotion of Winter ELSA Law Schools;
- Creating the ELSA Law School portfolios in the ELSA Law Schools Portal;
- Creating the application forms for the Winter ELSA Law Schools;
- Modifying the Terms and Conditions for ELSA Law Schools;
- Updating the ELSA Law Schools website;
- Opening the Application Period for Winter ELSA Law Schools 2020/2021;
- Maintaining regular contact with the Organising Committees;
- Preparing the ELSA Law Schools Hosting Agreement;
- Creation of the Summer ELSA Law Schools 2020/2021 Calendar;
- Seeking and discussing major improvements to the Unification of ELSA Law Schools.

ELSA Webinars

- Delivering ELSA Webinars 101 internal webinar;
- Delivering ELSA Webinars workshops at the SAM Online;
- Starting preparations for the ELSA Webinars Academy on Law on Technology;
- Updating the ELSA Webinars website;
- Regular contact with the ELSA Webinars Team.

ELSA Delegations

- Researching new Organisations that ELSA can send Delegates to;

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- Researching online events organised by international institutions;
- Updating the ELSA Delegations website;
- Set the Editorial Board for the ELSA Law Review for the term 2020/2021;
- Collected the articles for the second issue of the 2020 ELR;
- Reviewed and shortlisted articles for Catolica Global School of Law together with my ELR team;
- Updated the ELR website;
- Developing public relations strategy for the ELR with the Director for Publications and the Assistant for the ELR.

International Focus Programme

- Conducting the communication as the main contact person with the Council of Europe regarding ELSA Day and Annual Human Rights Campaign;
- Creation of the 9th ELSA Day Outline and ELSA Day survey with VP AA;
- Recording internal webinar on Annual Human Rights Campaign in collaboration with VP AA;
- Delivered the IFP Workshop on X Key Area Meeting Online;
- Researching opportunities for presentations of ELSA IFP projects.

ELSA International Team

- Preparing the first and second calls for EIT and conducting interviews with the candidates for the S&C team;
- Appointing in the ELSA Law Schools Team one Director (Pavlos Klagkos), one Assistant for Winter ELSA Law Schools (Dora Stambuk), and five Assistants for Summer ELSA Law Schools (Viktoria Konstantinidou, Camilla Perotti, Selin Alpaslan, Jose Fialho and Ani Koiava)
- Appointing in the ELSA Delegations Team one Director (Ezgi Ercan), three Assistants (Matei Apostolescu-Midan, Ioanna Danae Karakousi and Pavlos Vaenas), and four Coordinators (Lodovica Bellora, Eva Madessis, Greta Maiellaro and Miguel Cano Menor);
- Appointing in the ELSA Webinars Team one Director (Valentin Badert), and two Assistants (Afonso Santos and Ozgur Diyar Kiyak);
- Appointing the Director for International Conferences of ELSA (Diarmaid Ó Cuanacháin);
- Having a preparatory call with teams following their appointment, providing a transition, and establishing the expectations for work and methods;
- Following up on the work of the Teams regularly and providing updates necessary to support their work.

Network Management and Coaching

- Maintaining regular contact with the S&C Officers of the Network through a Facebook group and with National S&C Officers through a Facebook Messenger group;
- Implementing the monthly S&C Newsletter shared with all S&C Officers, outlining the upcoming deadlines and other reminders;
- Implementing the monthly S&C calls with the National S&C Officers for the discussion of any and all topics of the participants' interest;

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- Engaging in the ELSA International Coaching System by contacting my Coaching Groups (ELSA Bulgaria, ELSA Greece, ELSA Montenegro, ELSA Lithuania, and ELSA Sweden), opening group chats, and having the first coaching calls.

Representation and Network Engagement

- Represented ELSA at following events:
 - TwentyThree the Webinar Day;
 - ELI Annual Conference 2020 Online;
 - EPIC International Equal Pay Day 2020;
 - UN Sustainable Development Goals Moment of the Decade of Action;
 - Politico Artificial Intelligence Summit;
 - Slido The Future of Presentations;
 - Conference of the Council of Europe and European Court of Human Rights – “Human Rights for the Planet”;
- Prepared for and attended X KAM Online;
- Prepared and delivered Workshops on X SAM Online;
- Prepared for the 78th ICM Online;
- Participated in the Local S&Cers Meeting of ELSA Italy as a speaker;
- Delivered a Workshop on National Officers’ Meeting of ELSA Germany;
- Delivered a Workshop on National Officers’ Meeting of ELSA Romania;

Francesco Bondi

| Vice President in charge of the Student Trainee Exchange Programme of
the International Board of ELSA 2020/2021

Internal Board Work

- Attending the weekly board meetings;
- Assuming the responsibilities of being the Head of the ELSA International Delegation for the X Online KAM;
- Collaborating with BEE with respect to external contacts, and the development of STEP partnership packages and fund-raising strategies;
- Collaborating with IM regarding the compilation of the Working Materials for the X Online KAM, creation of the State of the Network questions, and the necessary modifications to the internal regulations;
- Collaborating with FM with respect to the development and future of the STEP budget, and fund-raising strategies;
- Collaborating with MKT with regard to creating new promotional materials and general marketing strategies for the term;
- Collaborating with MKT with regard to the brainstorming of new ideas in regards to the STEP Brand;
- Collaborating with the other Key Areas, Particularly AA in regards to a renewed professional development strategy of the Association;
- Collaborating with the other Key Areas with respect to joint projects and strategies.

Engagement and knowledge management

- Creating a common Facebook group for all STEP Officers of the Network and a Facebook Messenger group for all National STEP Officers;
- Implementing the monthly STEP Newsletter shared with all STEP Officers, outlining the upcoming deadlines and other reminders;
- Implementing the monthly open STEP call with the National STEP Officers for the discussion of any and all topics of the participants' interest;
- Updating the content and creating new materials published on the ELSA Officers Portal under the STEP section (inter alia STEP Handbook, STEP Tutorial, TSF, TSF Contract, SAF, SAF terms and conditions, TA, TEF, EF, STEP Online System Manual, Become a STEP Traineeship Provider checklist, and the STEP Traineeship Providers' Manual);
- Updating the content and trying to improve the outlook and the overall user-friendliness of the STEP Website;
- Answering any queries related to STEP in a timely manner;
- Preparing for and conducting STEP and Joint Workshops at the X Online KAM, X Online SAM and the Online IPM;
- Engaging in the ELSA International Coaching System by contacting my Coaching Groups (ELSA Azerbaijan, ELSA Croatia, ELSA Ireland, ELSA Italy, ELSA Luxembourg, and ELSA North Macedonia) and having the first calls.

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ELSA International Team

- Preparing the first and second calls for EIT and conducting interviews with all the candidates;
- Appointing the Director for STEP Coaching (Leia Hindricq);
- Appoint in the cross-functional Professional Development team on director (Silke Spruyt) and one assistant (Linnéa Regnell);
- Appointing the Director for STEP Promotion (Conrad Alroe);
- Appointing the Assistant for the STEP Research Project (Maria Angeloupoulou);
- Appointing in the STEP Expansion Team one Director (Victor Hilbertz) and two Assistants (Andjela Miric, Mehlika Ates);
- Appointing in the STEP Trainees Team one director (Damla Celen) and five Assistants (Beril Sogut, Lianne Suleiman, Cheyenne Korth, Efsun Eryurek and Özge Dirim Çiftçi);
- Having a preparatory call with each Team following their appointment, establishing the expectations for work and methods;
- Following up on the work of the Teams regularly and providing updates necessary to support their work.

ELSA International STEP Traineeship Providers

- Sending introductory emails followed by polite reminders to the existing ELSA International contacts that could be prospective STEP Traineeship Providers this term;
- Having evaluation meetings with e.g. the Council of Europe in Strasbourg and Brussels, the Jerusalem Institute for Justice and Bierens;
- Commencing the negotiations with current and potential STEP Partners;
- Requesting proactively for evaluations and testimonials to publish on the STEP Website from the ELSA International STEP Traineeship Providers.

ELSA International STEP Trainees

- Answering any queries and providing visa request letters to the ELSA Members accepted for a STEP Traineeship at an ELSA International STEP Traineeship Provider;
- Maintaining an overview of the outgoing STEP Trainees;
- Requesting proactively for evaluations and testimonials to publish on the STEP Website from the STEP Trainees

Career Launch

- Worked with my colleagues, Maja Rajic and Nikos Fifis to create the outline and strategy for the new Professional Development project, Career Launch;
- Presented the project at the International Internal Area Meetings to officers;
- Discussed the project with external organisations and partners to secure support and experts together with the entire International Board;
- Successfully launched the first ever Career Launch with 76 confirmed participants.

INTERNATIONAL BOARD 2019/2020

Diomidis Afentoulis

| President of the International Board of ELSA 2019/2020

Cooperation with the International Board 2019/2020

- Attended and chaired all the Board Meetings;
- Coordinated the creation of the One Year Operation Plan of ELSA;
- Coordinated the communication with the trainer of the International Board for the Mid-One Year Operation Plan evaluation;
- Coordinated the communication with the alumnus that supported the IB in data protection and privacy (GDPR compliance);
- Supported the organisation of the ELSA International Team Weekend, the Christmas Cocktail, and regular Study Visits to the ELSA House;
- Supported the Secretary General of the IB by finding legal support in various topics and in the process of organising the several ICMs of the past year;
- Supported the VP in charge of Marketing of the IB in creating a marketing strategy for the external stakeholders of the association;
- Supported the Treasurer of the IB by drafting grant applications of ELSA for the Erasmus+ programme and the European Youth Foundation, as well as by attending meetings of the respective organisations;
- Supported the VP AA by finding academic board members for the ILRG and juries for the EHRMCC, as well as by timekeeping during the regional rounds of EHRMCC.
- Supported the VP EMCC of the IB with the creation of sponsorship packages, as well as the timekeeping of Regional Rounds of the John H. Jackson Moot Court Competition;
- Joined the VP EMCC for partner evaluation meetings in Geneva;
- Supported the VP S&C with the organising of the first ever ELSA Webinars Academy;
- Supported the VP STEP of the IB with the finding of potential traineeship providers, as well as the organising of ELSA Webinars on professional development;
- Coordinated the creation of the Annual Report of ELSA.

Communication with the Network and Coaching**Coaching**

- Introductory emails and calls with all coaching groups in August;
- Provided feedback on OYOPs;
- Had bi-monthly and ad-hoc calls with the coaching National Groups: ELSA Bosnia and Herzegovina, ELSA North Macedonia, ELSA Norway, ELSA Portugal, ELSA Spain, ELSA United Kingdom;
- Chaired the spring National Council Meeting of ELSA United Kingdom in Birmingham;
- Attended and gave a workshop during the NPM of ELSA Poland;
- Had several calls with student representatives of the country of Kazakhstan and shared materials with them, with the purpose to establish ELSA in the country;

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- Had several calls with student representatives from Montenegro, who wish to re-establish the National Group and shared important materials and advice with them;
- Created an internal evaluation system of the communication of the International Board with the Coaching Groups;

Presidents

- Started a new initiative to update the Network about developments and upcoming deadlines in the form of monthly BEE Newsletters shared on the mailing list, the Facebook Group, and the Officers Portal;
- Initiated the monthly open BEE calls for National BEE Officers to openly discuss topics of their choice as well as thematic issues (e.g. Strategic Planning, External Relations etc.).

ELSA Development Foundation

- Attended and minuted the Board Meetings of EDF;
- Consulted auditing and legal firms on the legal status of EDF;
- Prepared the separate regulations of the Foundation, namely the new Standing Orders of the EDF;
- Prepared transition and gave recommendations on the future of the Foundation to the incoming Board of Directors.

External Relations & Strategy**External stakeholders**

- Created an External Relations' Strategy;
- Approached several potential partners to support the projects and campaigns of ELSA;
- Signed four new monetary partnership agreements with three Universities and a global law firm;
- Signed a cooperation agreement with UIA, IBA and INTA;
- Signed two Memoranda of Understanding with DLSA and ALSA;
- Signed three new IFP partners;
- Negotiated and signed a revised general grant agreement with the Council of Europe;
- Conducted several evaluation meetings with the existing and new partners of ELSA;
- Organised several meetings with other youth NGOs based in Brussels;
- Supported my successor in the creation of a new External Relations' Strategy;
- Worked with my successor on the legality of the contracts of ELSA International;

ELSA Alumni

- Coordinated the communication of the IB with ELSA Alumni Board of Directors;
- Presented the expectations of ELSA from its Alumni association in the ELSA Alumni Advisory Board Meeting in Leuven;
- Cooperated in the creation of the ELSA & ELSA Alumni Rule of Law Education campaign;
- Drafted and signed the first framework cooperation agreement of ELSA Alumni and ELSA;

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- Coordinated a fundraiser of ELSA & ELSA Alumni, with the aim to buy laptops for the IB members;
- Coordinated the communication for the creation of a mentoring programme between ELSA members & ELSA Alumni.
- Connected ELSA with several Advisory Body members in regards to legal, financial, knowledge sharing support.

Projects coordinated

- Coordinated the ELSA LexisNexis Essay Competition on the Rule of Law, in cooperation with the VP AA of the IB;
- Conducted the [webinar “How to build an international law career?”](#) with BARBRI;
- Conduct of the ELSA Webinar [Privacy in the times of Covid-19](#). with QMUL and Professor Dr Ian Walden;
- Coordination and conduct of the first online Annual Reception of ELSA;

Knowledge Management

- Coordinated the creation of the ELSA International Database, alongside Filip Tisu, Assistant for External Relations’ Strategy of the BEE Team of ELSA International;
- Introduced and after positive recommendation created the:
 - [Contact Approval Form](#) (CAF)
 - [Contact Evaluation Form](#) (CEF)

Representation

- Represented ELSA at external networking events:
 - EIT Digital Conference in Brussels, Belgium, “For a Strong Digital Europe”;
 - The UK Law Societies autumn reception in Brussels, Belgium;
 - The Annual Webinar of the Human Rights campaign of ELSA on the Freedom of Expression online, broadcasted live from Slovenia;
 - The New Year’s reception of ERA;
 - The ECTA conference on GDPR and IP;
 - The Annual Reception of UIA in Luxembourg;
 - The conference “Last Call for Quality Journalism” organised by the Council of Europe;
 - Spring IFISO Meeting and elected new Management Team;
 - The virtual 50th St Gallen Symposium.

Strategic Planning

- Arranged a transition meeting with the Strategic Planning consultant of the International Board of ELSA, Benita Lipps;
- Created an implementation plan for the Strategic Planning 2023, alongside the International Board of ELSA;
- Shared a timeframe of implementation with the Network of ELSA;
- Drafted and presented at ICM Antalya the [Strategic Plan Implementation Handbook](#);
- Conducted discussions on the Strategic Planning priorities of ELSA during the IPM Thessaloniki and ICM Antalya;

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- Conducted the 60th International Presidents' Meeting with a focus on Strategic Planning and created proposals for the 77th online ICM of ELSA;
- Conducted two open BEE calls on Strategic Planning and created a Strategic Input one on [Member Value](#) and one on [Refocus](#);
- Drafted and presented at the online 77th ICM of ELSA the [Strategic Plan Yearly Report](#);
- During the 77th online ICM of ELSA, introduced and received a positive recommendation on the introduction of an Advisory Body for the International Board of ELSA;
- During the 77th online ICM of ELSA, introduced and received a positive recommendation on a new cycle of International Internal Meetings, from January 2021.
- Created several recommendations for the future International Board of ELSA, as regards the implementation of the SP 2023.

AI Youth Forum

- Created a format for the celebration of ELSA's 40th anniversary in Brussels;
- Applied for the European Youth Foundation grant for the AI Youth Forum;
- Contributed to the creation of a website for the AI Youth Forum;
- Met with external stakeholders and conducted transition on the project.

Nana Gegia

| Secretary General of the International Board of ELSA 2019/2020

General

- Deregistered the International Board 2018/2019 and registered the International Board 2019/2020;
- Participated in organisation of the ELSA International Team Weekend 2019;
- Participated in organisation of the ELSA Law School Weekend 2020;
- Participated in organisation of the Study Visits at the ELSA House.

Network Engagement and Coaching

- Sent out introductory emails to my Coaching Groups and had calls with them in August;
- Had constant communication and, if necessary, assistance of all Coaching Groups, namely: ELSA Albania, ELSA Armenia, ELSA Iceland, ELSA Malta, ELSA the Netherlands, ELSA Romania;
- Attended and delivered a workshop at NCM of ELSA Austria;
- Attended and delivered a workshop at NCM of ELSA Georgia;
- Attended Baltic Sea Exchange;
- Communicated with representatives from Kazakhstan and assistance with initiating establishment of the ELSA Group;
- Organised Open Calls for Secretaries General.

International Board of ELSA 2019/2020

- Attended Board Meetings;
- Revised, printed and signed all Board Meeting Minutes;
- Participated in the creation of the One Year Operational Plan of the International Board of ELSA 2019/2020;
- Compiled and submitted the Monthly Reports to the ELSA Network;
- Organised and communicated with the trainer about Mid-OYOP Evaluation Weekend;
- Attended the Mid-OYOP Evaluation;
- Participated in GDPR workshop delivered by an expert in the field;
- Participated in Strategic Planning discussions;
- Internally assisted the International Board;
- Participated in the crisis management during the outbreak of COVID-19;
- Wrote articles for the Annual Report of ELSA International 2019/2020.

ELSA International Team of ELSA 2019/2020

- Prepared and launched three calls for the ELSA International Team including preparation of the webpages, forms etc.
- Was responsible for announcements and general communication with the ELSA International Team 2019/2020;
- Created Working Materials for the ELSA International Team Weekend 2019;

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- Organised the ELSA International Team Weekend;
- Coordinated IM Team and Proofreading Team of ELSA International 2019/2020.

Information Technology

- Created and constantly updated an IM Facebook Group;
- Created IM Slack Workspace for IM and Proofreading Team of ELSA International 2019/2020;
- Constantly updated and maintained websites;
- Administered general ELSA International email;
- Maintained and updated ELSA Mailing lists;
- Administered G-Suite system;
- Implemented e-voting system during LXXVII ICM Online.

Administration

- Prepared and successfully implemented a new structure of the International Council Meeting Decision Book together with the Working Group on Regulations following approval of the International Council;
- Compiled the 27th and 28th State of the Network Inquiries;
- Compiled the National and Local Group Reports;
- Updated the regulations of ELSA according to the decision of the International Council during the LXXVI ICM Constanta 2019 and LXXVII ICM Online 2020 accordingly;
- Communicated with the lawyer and notary of the International Board of ELSA about the outbreak of COVID-19 and its results for the association, including cancellation of the LXXVII ICM Malta, summoning of the LXXVII ICM Online, all the necessary procedures as well as possible solutions for making internal regulations of ELSA more flexible in extraordinary circumstances;
- Compiled and published the Working Materials of the LIX International Presidents' Meeting, IX Supporting Area Meeting, IX Key Area Meeting and LX International Presidents' Meeting;
- Led a Working Group on Regulations;
- Collected and compiled the Minutes of the LIX International Presidents' Meeting, IX Supporting Area Meeting, IX Key Area Meeting and LX International Presidents' Meeting;
- Opened calls and coordinated appointment of LX IPM Munich 2020, LXI IPM Kyiv 2020, X SAM Thessaloniki 2020, X KAM Pilsen 2020, LXXVIII ICM Antalya 2020, LXXIX ICM Brno 2021 Hosts;
- Coordinated the procedure of the appointment of the Deputy Secretary General, Deputy Treasurer and Deputy Vice President in charge of Marketing of the International Board 2020/2021;
- Coordinated the procedure and preparation of the required documents related to Visa application of Ilke Yilmaz, the Vice President in charge of Seminars and Conferences.

ELSA Training

- Coordinated the project in general (handled training requests, communicated with organising ELSA Groups etc.)

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- Sent out ITP Questionnaire and updated the International Trainers' Pool's database;
- Updated the mailing list of the ITP;
- Constantly communicated with the International Trainers' Pool;
- Had two Open Calls for ITP Trainers;
- Built a new website for ELSA Training (www.training.elsa.org);
- Planned online Refreshment Weekend for ITP trainers on how to facilitate online training sessions;
- Introduced a new branding for ELSA Training in cooperation with Irem Ozener, Vice President in charge of Marketing of the International Board 2019/2020;
- Collaborated with the Assistant for ELSA Training Luciana Ayres de Campos;
- Made a research on potential hosts for the TtTW and RW for the upcoming term;
- Created new evaluation forms for the participants and trainers together with Sina Gertsch, Deputy Secretary General of the International Board 2020/2021;
- Drafted guidelines for the International Trainers' Pool on how to facilitate online training session together with Sina Gertsch, Deputy Secretary General of the International Board 2020/2021;
- Drafted Voluntary Agreements for ITP Trainers together with Sina Gertsch, Deputy Secretary General of the International Board 2020/2021.

Human Resources

- Collaborated with the members of the Human Resources Team of ELSA International: Kim Irrlitz, Magdalena Wiszniewska, Claudia Manova and Asmaa Maatou;
- Finalised and published the Human Resources Manual.

International Internal Meetings

- Pre-ICM visit to Constanta and Malta;
- Planned and delivered the IM workshops of the IX Supporting Area Meeting;
- Prepared plenary sessions and IM workshops for LXXVI ICM Constanta; LXXVII ICM Malta; LXXVII ICM Online;
- Planned and delivered the IM workshops at LXXVI ICM Constanta and LXXVII ICM Online;
- Prepared Chair and Vice Chair for LXXVI ICM Constanta, LXXVII ICM Malta and LXXVII ICM Online;
- Communicated with the Heads of the Organising Committees Teodor Obreascu and Yasmine Ellul;
- Collected and compiled the Minutes of the LXXVI ICM Constanta and LXXVII ICM Online;
- Led a Working Group on International Internal Meetings together with the Assistant for International Internal Meetings;
- Communicated with the Head of the Organising Committee, Aarsal, until the end of my term;
- Planned and delivered workshops at the LX International Presidents' Meeting in Munich;
- Had constant communication with the LXI IPM, X SAM, X KAM and LXXVIII ICM Hosts;

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- Communicated with the Organising Committee of the LXXIX ICM Brno 2020.

ELSA Alumni

- Participated in the Advisory Board Meeting of ELSA Alumni in Leuven, Belgium in autumn 2019;
- Communicated with ELSA Alumni about ELSA Alumni Scholarships for LXXVI ICM Constant and LXXVII ICM Malta;
- Participated in the Advisory Board Meeting of ELSA Alumni in spring 2020;
- Participated in the webinar of ELSA with ELSA Alumni – A year together.

External Relations and Representation

- Attended a meeting with the notary of ELSA International in Tilburg, the Netherlands during transition in July along with my predecessor Akvile Jurkaityte;
- Participated in the World Forum for Democracy 2019 in Strasbourg, France;
- Participated as representative of ELSA in the spring meeting of Informal Forum of International Student Organisations (IFISO);
- Had a meeting with the Vice President of Erasmus Student Network and discussed opportunities for collaboration on ELSA Training;
- Attended online training sessions organised by EPSA for easier implementation of online format for ELSA Training;
- Negotiated with Nemovote on becoming our partner and providing e-voting platform to ELSA for free together with Diomidis Afentoulis, President of the International Board 2019/2020;
- Participated in the Annual Reception of ELSA.

Transition

- Updated Transition Handbook for the incoming board;
- Coordinated a general transition agenda and delivered common sessions;
- Planned OYOP-training for the incoming board;
- Prepared and delivered IM transition sessions to Sina Gertsch, Deputy Secretary General of the International Board 2020/2021.

ELSA Development Foundation

- Participated in the Board Meetings;
- Evaluated applications received by the ELSA Development Foundation;
- Communicated with a lawyer on legal matters related to the ELSA Development Foundation;
- Conducted a research on registration of the EDF Board of Directors.

Miscellaneous

- Updated the Internal Management Manual;
- Updated the Transition Manual;
- Drafted a new International Council Meeting Handbook for Hosts.

Sotiris Vergidis
| Treasurer of the International Board of ELSA 2019/2020

General daily administration

- Attending the weekly board meetings;
- Meetings with the accountant;
- Mid – OYOP training attendance;
- ELSA International Team Weekend attendance;
- Taking part in World Forum of Democracy that took place on 16th to 18th of November 2019 in Strasbourg;
- Communication with the Bank and management of the accounts;
- Attendance of the Slavic's Officers Meeting in Chisinau, Moldova;
- Participating in 'The Baltic Sea Exchange 2020 Edition - Mergers & Acquisitions'
- Creating a grant handbook;
- Creating transition webinars for my successor;
- Participating in the meetings with partners (e.g. Council of Europe, World Trade Organisation etc)
- Creating all the necessary working materials for ICM Constanta, ICM Malta and the Online ICM.

Financial Management

- Regular tasks such as budgeting, invoicing, various income or expense reporting, various purchases of equipment or travel arrangements;
- Preparing and creating the Interim and the Final Accounts of ELSA 2019/2020;
- Taking care of financial aspects of printing and distributing the 65th and 66th Synergy;
- Debtors and Open Balances tracking;
- Invoicing teams for EHRMCC and JHJ and keeping track of the payments;
- Invoicing and financial matters of Study Visits to the House;
- Budgeting and financial planning for the competitions;
- Financial management of the Christmas Cocktail, budgeting, planning;
- Staying in contact with those teams of the EHRMCC and JHJ who made insufficient payment or didn't pay their registration fee in time;
- Invoicing the participants for the ELSA Webinars Academy on Law and Technology and keeping track of the payments;
- Crisis management due to pandemic;
- Adjusting each projects' budget to the new circumstances created by the pandemic.

Grants

- Attendance of the Erasmus+ KA3 "Civil Society Cooperation in the fields of Youth";
- Attendance of the European Youth Forum Info day;
- Applying for the Erasmus + 'Operating grant: Civil Society Cooperation' 2019/2020;
- Reporting and sending all the related documents for UNECA grant 2018/2019;

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- Applying for the Council of Europe grant regarding the Word Forum of Democracy 2019/2020;
- Applying for the grant of the City of Strasbourg 2019/2020;
- Applying for the International Activity grant of the European Youth Foundation;
- Reporting of Council of Europe general grant, EHRMCC and World Forum of Democracy grant.
- Creating a grant handbook;
- Restructuring the general grant agreement in cooperation with the Council of Europe.

EDF

- Preparing and chairing the ELSA Development Foundation board meeting;
- Introducing a new evaluation form for our ELSA Development Foundation board meetings;
- Being in a communication with the applicants of EDF regarding the procedures and the reporting;
- Evaluating all the applicants of 2019/2020;
- Preparing the Interim and Final accounts of EDF 2019/2020.

Irem Ozener
| Vice President in charge of Marketing of the International Board
of ELSA 2019/2020

Synergy

- Close communication with our printing partner for the printing and distribution of 65th and 66th Synergy;
- Distributed the 66th Synergy;
- Issued a call for articles for the 67th Synergy;
- Closed the call for articles for the 67th Synergy;
- Preparation for the 67th Synergy Magazine alongside the Assistant for Publications;
- Published the 67th Synergy;
- Communication with the Council of Europe to have negotiations on the current Grant for Synergy Magazine.

International Internal Meetings

- Creation of ICE Marketing Kit;
- Creation of SELS Marketing Kit;
- Creation of STEP Kit for the 2nd Cycle;
- Creation of ELSA Training logo;
- Creation of ELSA Webinars Academy logo;
- Creation of ELSA Webinars & ELSA Webinars Academy Marketing Kit;
- Creation of promotional materials for the Regional Rounds of EHRMCC and JHJMCC along with the Graphic Design Team;
- Creation of new branding for STEP;
- Updating the ELSA Brandbook;
- Promotion of ELSA Day webinar hosted alongside the Council of Europe;
- Creation of Partnership Announcement Posters;
- Launched the STEP logo competition;
- Promotion of the new Patronage of ELSA with the Secretary General of the Council of Europe Marija Buric and the Patronage of the ELSA Law Review with the President of the European Court of Human Rights Robert Spano.

Social Media

- Managing all the Social Media profiles of ELSA (Facebook, LinkedIn, Instagram) along with Assistant for Social Media Management;
- Creation of “End of a Decade” promotion on Instagram;
- Creation of ELSA’s 39th Birthday Video;
- Implemented Instagram Takeovers for various projects with the Project Managers;
- Creation of a strategy for the promotion of the Rule of Law and having takeovers with the RoL Ambassadors of ELSA;
- Creation of an Awareness Campaign for the current IFP topic on Social Media Stories;

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- Creation of the ELSA Day Announcement Video.

Representation

- Participation in the conference organised by the Council of Europe in the topic of quality of journalism in Ljubljana, Slovenia;
- Participation in the General Assembly of ELS;
- Representation at the World Forum for Democracy, in Strasbourg;
- Took part in annual reception of ELSA and presented our work during the term.

Network Engagement

- Coaching visit to ELSA Slovenia;
- Gave a workshop at ELSA Law School Training Weekend hosted in Brussels;
- Communication with National Groups through Coaching System;
- Gave an introductory Workshop at the NCM United Kingdom;
- Attended Baltic Sea Exchange;
- Hosted National Groups at the ELSA House for Study Visits.

External Relations

- Creation of Advertising Packages along with Director for Communications;
- Contacting new partners regarding the partnership benefits;
- Creation of new partnership packages for ILRG & ELR;
- Creation of Annual Reception Brand with the help of my Director for Communications;
- Various meetings with the Partners of ELSA.

Transition

- Prepared transition session for my successor Nikos;
- Visited Council of Europe during the month of transition;
- Visited Geneva to meet with WTO and sponsors of JHJMCC to discuss the future of the competition;
- Concluded general and individual sessions.

Miscellaneous

- Training: participated in training sessions with the other IB members on inter alia association reform and management, mid-OYOP evaluation, and data protection and privacy;
- Released marketing guidelines on what to do/what not to do in times of crisis.

Sarah Ikast Kristoffersen
| Vice President in charge of Academic Activities of the International
Board of ELSA 2019/2020

Communication with the Network and Coaching

- Introductory emails to all coaching countries in August;
- Provided feedback on OYOPs and Skyping where possible;
- Visited ELSA Turkey during KAM Istanbul;
- Scheduled meeting with ELSA Ireland in Dublin;
- Created of AA/MCC Facebook Group;
- Regular contact and Skype meetings with all coaching countries;
- Visited ELSA Germany at their Christmas Cocktails and Team weekend and at the IPM in Munich;
- Attended National Officers' Meeting of ELSA Poland;
- Visited ELSA Ireland in Dublin;
- Attended the NCM of ELSA Sweden in Gothenburg.

ELSA International TeAam

- Opened first call and interviewed 18 candidates;
- Prepared for opening of second call;
- Appointed 3 Directors: Berin Günay, Nikola Ciric and Hendrik Schulz;
- Appointed 10 Assistants: Tinatin Oboladze, Frederik Vahlgren, Yana Lysak, Monika Rajska, Hendrik Jonsson, Maria Sofia Louranco Ferreira, Madeleine Geerarts, Rashad Muhammedzadeg, Maja Rajic and Mark Borg;
- Created of AA EI Team Slack Workspace, restructured of emails and created shared Drives;
- Established work routine and conducted frequent meetings;
- Closed second call, conducted skypes and appointed new assistants: Matea Golem, Mathieu Verhelst, Fani Dimoska, Vanya Rakesh, Oļegs Sedjaks, Nikoleta Symela Mavromati and Matko Anić.
- Conducted ELSA International Team Weekend to ensure team bonding and preparation for ICM Malta;
- Opened third call, conducted skypes and appointed new assistants: Edwin John, Elene Gudushauri, Eric Milisavljević, Emmanouil Antonakakis, Alexandros Avramis, Sofia Aalto-Setälä, Alexandra Novac, Blánaid Sheeran and Sara Osmanagaoglu;
- Drafted Letters of Recommendation for the entire team;
- Regular meetings and updates with team.

Board Responsibilities and Miscellaneous

- Organisation of ELSA International Team Weekend, Christmas Cocktail and regular Study Visits to the House;
- Monthly reporting to the Council;
- Attended mid-OYOP evaluation;

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- Drafted application for EYF grant;
- Prepared celebrations of ELSA's 39th and 40th birthdays.

Board Responsibilities and Miscellaneous

- Organisation of ELSA International Team Weekend, Christmas Cocktail and regular Study Visits to the House;
- Monthly reporting to the Council;
- Attended mid-OYOP evaluation;
- Drafted application for EYF grant;
- Prepared celebrations of ELSA's 39th and 40th birthdays.

Representation and Internal Meetings

- Attended the Leuven Centre for Global Governance Studies Conference "Rethinking Global Governance in Trade and Investment";
- Attended the Law Societies' Brussels Office Autumn Reception;
- Attended the EIT Digital Conference "For a Strong Digital Europe";
- Prepared for and attended of KAM Istanbul;
- Prepared ICM Constanta Working Materials;
- Prepared ICM Malta SotN, Working Materials and presentations;
- Prepared for and attended IPM Munich;
- Attended the 2019 World Forum for Democracy in Strasbourg;
- Attended the ELS General Assembly as well as the ELSA Alumni Advisory Board Meeting and Gala Dinner;
- Attended the Global Launch of the Global State of Democracy Report 2019;
- Attended the annual reception of ELSA's partner the European Women Lawyers' Association;
- Attended the conference "Last Call for Quality Journalism" organised by the Council of Europe;
- Attended the Legal Revolution Expo and Congress in Frankfurt with ELSA Germany;
- Attended Spring IFISO Meeting and elected new Management Team;
- Prepared ICM Online Working Materials and presentations;
- Attended Online Annual Reception of ELSA.

The European Human Rights Moot Court Competition (EHRMCC)

- Opened call for case author and appointed case authors;
- Restructured and expanded Academic Board;
- Located and appointed Regional Round Organisers;
- Redrafted rules to accommodate for Regional Rounds and updating all Competition materials;
- Conducted meetings with the Council of Europe, the European Court of Human Rights, the City of Strasbourg and the Academic Board;
- Conducted invitation campaign for Written Submission and Final Oral Round judges;
- Supported Best Oralist of 7th edition regarding internship in Brussels;
- Updated the EHRMCC website to accommodate for Regional Rounds;

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- Introduced testimonials to social media and website;
- Closed for registrations of the 8th EHRMCC;
- Issued invoices for the Registration Fee;
- Implemented regional Round Coaching System;
- Closed call for Clarification Questions and updated case;
- Finished search for Written Submission judges and allocated to the two scoring rounds;
- Received Written Submissions, conducted penalty scoring with team in Brussels and sent Written Submissions for scoring;
- Attended Regional Rounds in Nottingham (United Kingdom), Göttingen (Germany) and Vilnius (Lithuania);
- Planning of the Final Oral Round in Strasbourg including booking hotel, planning receptions, booking meals and conducting a pre-visit;
- Cancelling and postponing the Final Oral Round in Strasbourg;
- Cancelling the physical Final Oral Round in Strasbourg and moving the Final Oral Round online including cancelling hotel, receptions and meals, acquiring online system, drafting new rules and guidelines and continuous communication with teams, judges, Academic Board and Council of Europe;
- Created Handbook on Regional Round Organisation;
- Opened call for Regional Round Organisers of the 9th EHRMCC, meet with potential Regional Round Organisers and appointed ELSA Maastricht, ELSA Cluj-Napoca and ELSA Portugal;
- Organised Final Oral Round of the EHRMCC online;
- Issues diplomas to all participants;
- Published Final Report of the EHRMCC;
- Appointed case authors of the 9th EHRMCC;
- Met with the Council of Europe, the European Court of Human Rights, the City of Strasbourg and the Academic Board of the EHRMCC to discuss the 9th edition.

Legal Research Group (LRGs)

- Met with Wolf Legal Publishers to discuss continued collaboration;
- Followed up on the ILRG on Renewable Energy;
- Restructured the ILRG team and set the Academic Board for the LRG on Internet Censorship;
- Contacted potential partners for the LRG on Internet Censorship;
- Updated the ILRG website;
- Finished editing and published ILRG on Renewable Energy;
- Issued certificates for ILRG on Renewable Energy;
- Set International Coordination Team;
- Launched ILRG on Internet Censorship;
- Closed call for National Coordinators and appointed more 30 NCs;
- Finalised Academic Framework, Academic Guidelines, Language Manual, Style Guide, Template and recommended readings;
- Opened call for National Research Teams, handled more than 200 applications and supported NCs in setting the National Research Teams;

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- Created LRG Marketing documents to use in local marketing;
- Commenced research with a kick-off webinar;
- Coordinated external webinars on Legal Research, Legal English and Technical Editing;
- Updated the colour scheme on the LRG Website;
- Received first drafts for the ILRG on Internet Censorship and conducted Academic, Technical and Linguistic Review;
- Prepared for and opened call for researchers of the Concluding Report of the ILRG on Internet Censorship;
- Created new section for on the LRG website for bilateral and multilateral LRGs;
- Commenced planning for the next ILRG, including finding topic, setting Academic Board and sourcing partners;
- Created new LRG Handbook and Package;
- Received the final drafts for the ILRG on Internet Censorship and compiled and edited the Final Report;
- Sent the Final Report of the ILRG on Internet Censorship for publication;
- Received first drafts for Concluding report of the ILRG on Internet Censorship and conducted Academic, Technical and Linguistic Review;
- Updated the LRG website to feature details of the new ILRG on Human Rights and Technology.

ELSA Law Review (ELR)

- Set an Editorial Board for the ELSA Law Review;
- Continued work on the 2019 ELR;
- Set the future publication cycle for the ELR;
- Updated the ELR website;
- Conducted meetings with the Australian Law Students' Association and Asian Law Students' Association regarding the establishment of an International Student Law Journal;
- Created submission documents; Language Manual, Plagiarism Policy, Style Guide and Authors' Guidelines;
- Opened the call for the first volume of ELR 2020;
- Created ELR Marketing documents to use in local marketing;
- Continued collaboration with Católica Global School of Law;
- Shortlisted the received submissions for ELR 2019 and sent these to peer-review with Católica Global School of Law;
- Selected articles for publication in ELR 2019 and conducted linguistic and technical editing;
- Closed the call for submissions for first volume of ELR 2020 and began shortlisting submissions;
- Updated the colour scheme on the ELR Website;
- Launched ELR Blog and featured the first articles on the Blog;
- Established ELSA x LexisNexis Essay Competition on the Rule of Law;
- Created page on the ELR website for the ELSA x LexisNexis Essay and set marketing strategy for the project;

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- Closed the call for the first volume of ELR 2020, conducted review of 32 received submissions and sent 14 shortlisted submissions to Católica Global School of Law;
- Finally edited ELR 2019 and published this in print and on website;
- Opened the call for the second volume of ELR 2020;
- Secured patronage of the President of the European Court of Human Rights;
- Secured partnership with the European Court of Human Rights Library;
- Created new Law Review Handbook and Package;
- Published a total of nine posts on the ELR Blog;
- Created submission guidelines for the ELR Blog;
- Finally edited the first volume of the 2020 ELR and published this in print and on website.

Academic Competitions

- Restructured ENC package;
- Contacted the International Negotiation Competition;
- Initiated work on ENC harmonisation and quality standards;
- Drafted Academic Competitions Handbook;
- Published updated ENC Package;
- Continued ENC Coaching;
- Researched legal debates to establish an “ELSA Legal Debates” format and created draft Rulebook and scoresheets;
- Developed ENC Website;
- Worked on European Final Round of the ENC;
- Created guidelines for conducting the ENC online;
- Opened informal Working Group for establishing a harmonised ELSA4School format;
- Introduced quality standards to the ENC and regulated European Final Round;
- Regulated and launched an ELSA Legal Debates format;
- Launched the ELSA4Schools format.

International Focus Programme (IFP)

- Restructured IFP into a three year advocacy campaign and presented format at KAM Istanbul;
- Connected LRG and ELR to IFP;
- Prepared for the vote on the next IFP topic;
- Drafted and published new IFP Handbook;
- Launched ILRG on IFP Topic;
- Updated the IFP page on the ELSA website;
- Started drafting Concluding Report for the first year of the IFP on Law and Technology.

Human Rights

- Drafted ELSA Day Outline;
- Created an ELSA Day Campaign including a survey and video;

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- Conducted meetings with Council of Europe to plan for the ELSA Day webinar and campaign;
- Updated ELSA website with details of the 8th ELSA Day;
- Shortlisted specified ELSA Day events for Council of Europe visibility materials;
- Closed Freedom of Expression Online survey and analysed more than 1,000 submissions;
- Prepared for and conducted Freedom of Expression Online Webinar with the Council of Europe;
- Shortlisted and selected winner of ELSA Day Competition and created video;
- Launched call for ELSA Day 2020 topic and selected topic in collaboration with the Council of Europe;
- Updated Human Rights page on the ELSA website;
- Created database on online human rights classes;
- Started updating Human Rights Handbook;
- Created Freedom of Expression Online Report.

AI Youth Forum

- Created a format for the celebration of ELSA's 40th anniversary in Brussels;
- Applied for the EYF grant for the AI Youth Forum;
- Created a website for the AI Youth Forum;
- Met with external stakeholders and conducted transition on the project.

Rule of Law Education (ROLE) Campaign

- Created framework for a Rule of Law Education Campaign based on the ELSA4Schools format;
- Met with ELSA Alumni and ELSA National Groups regarding the campaign.

Diversity and Inclusion Code of Conduct

- Initiated drafting of a Diversity and Inclusion Code of Conduct for the ELSA Network.

Jakub Kacerek

| Vice President in charge of ELSA Moot Court Competitions of the
International Board of ELSA 2019/2020

John H. Jackson Moot Court Competition (JHJMCC)

- Secured a new Academic Sponsors: IE University and EPLO and a new platinum sponsor: Van Bael Bellis;
- Creation of new Sponsorship packages and prospectus;
- Successful appointment of all the Regional Round Organisers for 18th edition of the Competition;
- Revising the Academic Board and adding new members for the 18th edition of the Competition;
- Affords to organise 6th Regional Round in MENA Region;
- Close cooperation with the treasurer in regard to grants and invoices for the teams;
- Constant communication with the Case Author in regard to the case, bench memorandum and scoresheets;
- Finalising the Final Report of last year's African Regional Round for UNECA.
- Working closely with VP Marketing on the materials for virtual Final Oral Round and all the Regional Rounds;
- Preparation and successful application for grants by the United Nations Economic Commission for Africa for the African Regional Round and by the SIEL;
- Communication with Sponsors, Regional Round Organisers, Panellists and teams on a daily basis together with respective members of my team;
- Successful ongoing fundraising process with interested stakeholders;
- Drafted the rules for the virtual pleadings together with the Academic Board of the Competition;
- Coordination and organisation of the Regional Rounds of the Competition;
- Attended the Regional Rounds in Kyiv, Ukraine and Brno Czech Republic;
- Cancellation of the All American, Asia Pacific and African Regional Rounds and preparation for online Regional Rounds;
- Successful organisation of all the Regional Rounds – European ones in Kyiv and Brno and All American, East Asia & Oceania, African and South & West Regional Rounds virtually.
- Panellist preparation and score calculation together with my Assistant for Panellists Olga Koumpouri;
- Preparations for the Final Oral Round, to be held in Geneva, Switzerland from 23 – 28 June 2020;
- Cancellation the Final Oral Round in Geneva, Switzerland and preparation for online Final Oral Round;
- Successful organisation of the Virtual Final Oral Round;
- Drafted, renewed and updated all relevant documents regarding the JHJMCC;
- Issued the call for the case author for the 19th edition of the Competition;
- Issued the call for the Regional Round organisers for the 19th edition of the Competition;

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- Appointed the Regional Rounds organisers for 19th edition for American Region, African Region and one of the two European Regional Round;
- Communicated with ALSA International the appointment of the Asian Regional Round host;
- Renewed and updated the whole website of the Competition;
- Started the fundraising for the 19th edition of the Competition;
- Conducted evaluation meetings with all the sponsors and supporters of the Competition;
- Finalised and published the Final Report of the Competition;
- Appointed new Academic Board for the 19th edition;
- Appointed the Case Authors for 19th edition;
- Started the preparation and planning of the 19th edition and editions to follow together with my successor.

National and Local Moot Court Competitions

- Communication with Local and National Officers regarding their moot court competitions;
- Mapping of all National and Local Moot Court Competitions in the Network;
- Development of a unified structure for all National and Local Moot Court Competitions in the Network;
- Working towards an updated version of an MCC Handbook that will be in use for my future successors and the future generations of MCC officers as their key tools to establish, develop and promote the area of Moot Court Competitions;
- Finished and published the new version of the MCC Handbook and Package;
- Together with my team working on a list of National Groups that need immediate attention in MCC area that will serve to my successors and make their job easier in this part of their responsibilities.

International Focus Programme

- Restructured IFP into a three-year advocacy campaign and presented format at KAM Istanbul;
- Connected MCC to IFP;
- Prepared for the vote on the next IFP topic.

Representation and Internal Meetings

- Represented ELSA at Leuven Centre for Global Governance Studies Conference “Rethinking Global Governance in Trade and Investment”;
- Prepared for and attended of KAM Istanbul;
- Prepared ICM Constanta Workshops and attended ICM Constanta;
- Attended IPM Munich, prepared for the meeting and led workshops with my colleagues;
- Prepared ICM Malta Working Materials and presentations;
- Prepared ICM Online Working Materials and presentations and attended ICM Online;
- Attended Online Annual Reception of ELSA.

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Communication with the Network and Coaching

- Initiated discussions, introductory calls and meetings on matters that cover a broad aspect of topics, supporting them in every way possible;
- OYOP discussions on how to achieve goals of coaching countries for their term;
- Skype with many National and Local MCC Officers for an exchange of views on different aspects of Moot Court Competitions;
- Attended NCM of ELSA Sweden and ELSA Austria and also as the Coach attended NCM of ELSA Switzerland and NCM of ELSA France;
- Communication with my coaching countries supporting them in their national and local projects, brainstorming ideas and coming up with solutions.

ELSA International Team: National and Local Moot Court Competition Team and John H Jackson Moot Court Competition Team

- Individual and group Skype sessions with the Teams;
- Members of the National and Local Moot Court Competitions Team
 - Director for NLMCC – Adriana Paschkova;
 - Assistant for NLMCC – Anastasiya Paladiuk;
- Members of the John H. Jackson Moot Court Competition Team
 - Assistant for the John H. Jackson MCC – Victoria Kautzner;
 - Assistant for Teams – Francisco Rodrigues Arga e Lima;
 - Assistant for Panellists – Olga Koumpouri;
 - Assistant for External Relations – Mireia Mas Catala;
- Assistant for the Regional Rounds – Theresa Quitt-Stern.

Board Responsibilities and Miscellaneous

- Daily communication with the JHJMCC and NLMCC ELSA International Team Members;
- Involvement in the strategic planning for the future of ELSA;
- Monthly reporting to the Council;
- Attendance of Mid-OYOP Weekend;
- Organisation of ELSA International Team Weekend, ELSA Law Schools Team Weekend. Christmas Cocktail and regular Study Visits to the House.

Aleksandra Zuchowska
| Vice President in charge of Seminars and Conferences of the
International Board of ELSA 2019/2020

S&C Team

- Organised monthly open calls for national VP S&Cs;
- Created a messenger chat for the national VP S&Cs;
- Managed S&C Facebook Group, ELSA Study Visits Facebook Group and other S&C project related Facebook Groups;
- Managed the S&C mailing list;
- Delivered workshops during all international internal meetings of the term.

ELSA Webinars

- Launched ELSA Webinars as a new project;
- Launched webinars coaching;
- Designed and published webinars.elsa.org website;
- Created and published guidelines on ELSA Webinars, which includes requirements and procedure related to using the brand of ELSA Webinars;
- Published ELSA Webinars marketing kit together with the Vice President in charge of Marketing of ELSA International;
- Published Webinars Handbook;
- Created Terms and Conditions and Privacy Policy for webinars.elsa.org website;
- Prepared an ELSA Webinar with the Council of Europe on AI and human rights;
- Created statistics regarding ELSA Webinars during the term 2019/2020;
- Created Guidelines for speakers of ELSA Webinars;
- Created the ELSA Webinars 101 training webinar with Vice President in charge of Seminars and Conferences of ELSA 2020/2021.

ELSA Webinars Academy

- Launched ELSA Webinars Academy as a new project;
- Launched ELSA Webinars Academy coaching;
- Created and published guidelines on ELSA Webinars Academy, which includes requirements and procedure related to using the brand of ELSA Webinars Academy;
- Published ELSA Webinars Academy marketing kit together with the Vice President in charge of Marketing of ELSA International;
- Established collaboration with some of the partners of ELSA on the ground of ELSA Webinars Academy;
- Organised an Webinars Academy on Law and Technology;
- Created statistics regarding ELSA Webinars Academies 2019/2020;
- Created Guidelines for speakers of ELSA Webinars Academy;
- Created consent form for speakers of ELSA Webinars Academy.

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ELSA Delegation

- Researching new opportunities for ELSA Delegations;
- Coordinating Calls for ELSA Delegations;
- Renewed IB's registration in the United Nations Database;
- Creation of Terms & Conditions for ELSA Delegations together with the Director for ELSA Delegations;
- Creation of new selection criteria for ELSA Delegations together with the Director for ELSA Delegations;
- Setting up the ELSA Delegations calls calendar for the term 2019/2020
- Publishing statistics from the term 2018/2019;
- Coordinated and participation in the World Forum for Democracy 2019 and enriching ELSA's visibility thereat through conducting and publishing interviews with the speakers of the event;
- Created 3 videos from World Forum for Democracy in cooperation of VP Marketing of ELSA;
- Created database of the useful for respective ELSA Delegates academic documents;
- Updated delegations.elsa.org website by *inter alia* creating a section with the video testimonials of ELSA Delegates;
- Updated application and evaluation forms for ELSA Delegations;
- Published statistics from the September, November and January Calls for ELSA Delegations;
- Created and published new tools related to ELSA Delegations such as: Guidelines of estimated costs of participation in ELSA Delegations and examples of good and bad motivation letters;
- Updated ELSA Delegations Guidelines;
- Introduced and incorporated an idea of "online ELSA Delegations events" as an alternative to the currently unavailable physical ELSA Delegations;
- Prepared application for holding a side event at World Forum for Democracy together with the IB 2020/2021.

ELSA Law Schools

- Creation of the online evaluation form for the ELSA Law Schools that took place in the Summer Cycle 2018/2019 and sending it to the respective participants for feedback;
- Delivered ELSA Law Schools (1) internal webinar;
- Researched ELSA Law Schools General Partner;
- Supervised and coordinated WELS and SELS 2019/2020 Cycles;
- Resolved complaints of participants of SELS 2018/2019 and WELS 2019/2020;
- Updated the participants' evaluation form and sent it to the participants of WELS 2019/2020;
- Updated lawschools.elsa.org website;
- Enhanced promotion of WELS 2019/2020 by introducing and publishing WELS teasers on ELSA's social media;
- Organised 4th ELSA Law Schools Training Weekend in Brussels, Belgium;
- Conducted first ever ELSA Law Schools pre-visit (to WELS Milan & Rome);

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- Published guidelines for the Organising Committees of Summer ELSA Law Schools relating to COVID-19 situation;
- Took over ELSA International's Instagram account in order to promote applications for SELS;
- Cancelled the SELS 2019/2020 Cycle due to COVID-19;
- Created and published guidelines for the Organising Committees of Summer ELSA Law Schools regarding turning an academic programme of SELS into an ELSA Webinars Academy.

International Conferences of ELSA

- Created of the quality standards for the project together with the S&C Workshop at KAM Istanbul;
- Created and launched the ICE website - conferences.elsa.org;
- Created and launched ICE Specification and Evaluations Forms;
- Created an ICE package, consisting of ICE marketing kit and other templates, with cooperation of the VP Marketing of ELSA;
- Created tools related to ICE, e.g. explanation of the new regulations;
- Co-created ICE handbook;
- Lunched and conducted ICE coaching system;
- Cooperated with the President of ELSA in the field of finding an ICE partner.

International Focus Programme and Human Rights

- Attended meetings with the Council of Europe (online and in Strasbourg);
- Created, supervised and published the Freedom of Expression Online survey together with other Key Area Board Members;
- Created and published the Freedom of Expression Online video together with VP Marketing of ELSA;
- Organised and participated in the Freedom of Expression Online Webinar as one of the speakers;
- Planned and executed social media campaign on Freedom of Expression Online together with the VP Marketing of ELSA;
- Created the database with academic publication in the topic of Freedom of Expression Online and shared it with the Network;
- Created the IFP Technology & Law Handbook together with other Key Area Board Members;
- Created and participated in the ELSA Day winner announcement video, together with other Key Area Board Members and VP Marketing of ELSA International;
- Launched a call and selected a topic for the next ELSA Day, together with other Key Area Board Members and the Council of Europe;
- Created database of online events and courses in the theme of human rights together with other Key Area Board Members;
- Updated the Human Rights Handbook together with other Key Area Board Members;
- Created an IFP Concluding Report with other Key Area Board members.

Network Engagement

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- Remaining in constant contact with my coaching groups: ELSA Austria, ELSA Bulgaria, ELSA Cyprus, ELSA Greece, ELSA Montenegro, ELSA Serbia;
- Conducted coaching visits to ELSA Austria (attending NCM WU Vienna and delivering 2 workshops), ELSA Greece (IPM Thessaloniki) and ELSA Bulgaria (ELSA Bulgaria's Annual Cocktail);
- Attended IPM Thessaloniki and delivered workshops on the IFP and ELSA Webinars;
- Attended the NCM of ELSA Sweden and delivered a workshop on IFP;
- Attended the NCM of ELSA Belgium and delivered an ELSA Webinars workshop;
- Attended the spring NCM of ELSA Poland (online).

Representation

- Participated in the conference organised by the Council of Europe on the quality of journalism in Ljubljana, Slovenia;
- Participated in the New Year's reception of ERA;
- Participated in the General Assembly of ELS;
- Working on establishing cooperation with ELSA Alumni regarding members of ELSA Alumni speaking at the ELSA Law Schools and International Conferences of ELSA.

International Conferences of ELSA

- Updated Study Visit Handbook;
- Coordinated the work of two S&C working groups on 1) Categorising of ELSA Law Schools; and 2) Renaming of the area of S&C concluded in two input papers
- Coordinated Study Visits to the ELSA House;
- Prepared the concept of the IBA-ELSA conference;
- Coordinated organisation of ELSA's Christmas Cocktail and ELSA International Team Weekend;
- Worked on the structural agreement between ELSA and ELSA Alumni;
- Worked on the new cooperation proposal with the Council of Europe;
- Creation of the S&C Development Goals together with the members of the relevant Working Group;
- Coordinated the IBA-ELSA conference on legaltech, which was eventually cancelled.

Meeri Aurora Toivanen
| Vice President in charge of the Student Trainee Exchange Programme of
the International Board of ELSA 2019/2020

International Board 2019/2020

- Worked on:
 - The One Year Operation Plan of the International Board;
 - Strategic Goals of ELSA;
 - The proposals amending to the Statutes and Standing Orders of ELSA and the International Council Meeting Decision Book;
 - Negotiating and drafting the content of the agreements between ELSA and its partner organisations;
 - ELSA's application for the European Youth Foundation grant and the creation of the new project, the Youth Forum on Artificial Intelligence;
 - The ROLE campaign with ELSA Alumni;
 - The diversity and inclusion code of conduct of ELSA against all kinds of discrimination and indirect limitation of accessibility;
 - The unification of ELSA's partnership agreements and contracts;
- Attended the board meetings weekly (and the extraordinary ones whenever necessary) and was the secretary taking the minutes thereof;
- Assisted and supported the other International Board members whenever and with whatever necessary (e.g. proof-reading in English, brainstorming for solutions, time-keeping during an online Regional Round of the John H. Jackson Moot Court Competition, etc.);
- Participated in training sessions with the other International Board members:
 - One Year Operation Plan;
 - Association reform and management;
 - Mid-One Year Operation Plan evaluation;
 - Data protection and privacy (GDPR compliance);
 - Refreshment Weekend of the International Trainers Pool of ELSA.

ELSA International Team

- Restructured the STEP ELSA International Team into the STEP Coaching Team, the STEP Expansion Team and the STEP Trainees Team;
- Coordinated the STEP ELSA International Team of initial 13 members through Slack and regular meetings both as a team and individually;
- Performed the responsibilities of the Head of Delegation for the ELSA International delegation to both the first and second International Council Meetings of the term.

Relations with the ELSA Network

- Started a new initiative to update the Network about developments and upcoming deadlines in the form of monthly STEP Newsletters shared on the mailing list, the Facebook Group and the Officers Portal;
- Organised monthly open STEP calls for National STEP Officers to openly discuss topics of their choice as well as thematic issues (e.g. Job Hunting strategies, how to adapt

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to the COVID-19 challenge as a Network, new Reception quality standards applicable to also digital/remote STEP Traineeships, the ideas to update the STEP Online System into an interactive platform, etc.)

- Maintained regular contact with the coaching National Groups: ELSA Belgium, ELSA Czech Republic, ELSA Denmark, ELSA Hungary, ELSA Latvia and ELSA Lithuania;
- Chaired the autumn National Council Meeting of ELSA Belgium in Andenne;
- Attended and gave a workshop on ELSA International at the autumn National Council Meeting of ELSA Czech Republic in Ostruzna;
- Chaired the spring National Council Meeting of ELSA United Kingdom in Birmingham.

External Relations

- Meetings in person:
 - The Council of Europe in Strasbourg, France;
 - The Liaison Office of the Council of Europe in Brussels, Belgium;
 - Bierens in Antwerp, Belgium;
 - Caselex in Brussels, Belgium;
 - Spark Legal Network in Brussels, Belgium;
 - UK Law Societies in Brussels, Belgium;
 - Trusted Jobs in Brussels, Belgium.
- Arranged online meetings successful with current and prospective STEP Traineeship Providers, STEP Partner organisations and other partner organisations of ELSA to both prepare plans for the term ahead and evaluate the mutual experience;
- Represented ELSA at external networking events:
 - EIT Digital Conference in Brussels, Belgium;
 - The UK Law Societies autumn reception in Brussels, Belgium;
 - The ECTA conference on GDPR and IP;
 - ELSA Luxembourg's Conference on International Arbitration;
 - The European Women Lawyers Association's (EWLA) Annual Congress in Madrid;
 - The Council of Europe's Conference for International Non-governmental Organisations in Brussels, Belgium;
- Cultivated good relations with ELSA Alumni:
 - Attended the Advisory Board meeting of ELSA Alumni in Leuven;
 - Coordinated fund-raising initiatives between ELSA and ELSA Alumni;
 - Developed a STEP promotion strategy for attracting more ELSA alumni Traineeship Providers;
 - Developed a plan with ELSA Alumni regarding cooperation in the field of professional development, i.e. the mentoring initiative and career webinars of ELSA Alumni.

Legal issues and the STEP Research Project

- Revised and, where necessary, created anew the term and conditions for STEP applicable to Traineeship Providers, Applicants and Trainees;
- Created and launched the STEP Research Project as a tool to compile information about the legal issues affecting STEP across the Network;
- Secured Caselex as a STEP Research Project partner and arranged evaluation meetings to discuss the progress and adjustments necessary to the academic framework;

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- Hired three digital STEP Trainees to help with the compilation of +20 National Reports into an interim report about labour law;
- Investigated the possibilities to recommend for turning the final outcome of the SRP into a published and externally utilised product of ELSA during its second year.

The financial strategy of STEP

- Created from scratch a fund-raising goal and plan for STEP;
- Introduced new tools to achieve the fund-raising goal: The STEP Partnership package and the External Applicants' fee;
- Secured two paying STEP Partners: Fragomen LLP and Spark Legal Network;
- Opened STEP for non-ELSA members from countries without an ELSA Group against the payment of an application fee;
- Exceeded the fund-raising goal nearly by three times and ensured for the first time in the recent years that there is a reserve for the next term.

Reforming STEP with a focus on professional development

- International Focus Programme and Human Rights:
 - Actively involved STEP in discussions and decisions related to the International Focus Programme and the Human Rights focus of ELSA with other Key Areas of ELSA in the International Board and at the International Internal Meetings;
 - Included information about the International Focus Programme and human rights on the STEP website;
 - Introduced separate categories of Traineeship Providers active in the field of International Focus Programme and/or human rights by modifying the search engine for STEP Traineeships;
- Updated STEP website content generally to be more informative, the colour scheme of the marketing materials and the media cards for Job Hunting and Student Hunting;
- Launched a competition for a new STEP logo from the ELSA Network;
- Introduced a new emphasis on professional development and career advice under STEP:
 - Organised webinars on international career insights with ELSA's partners (UIA, BARBI International, College of Europe, Spark Legal Network), on LinkedIn and professional networking with HeadStarterz, and on writing motivation letters and CVs with Enhancv;
 - Shifted the focus of the general promotion strategy from travelling to more professional aspects of STEP Traineeships;
 - Developed ideas for enhanced partner and member engagement in the field of professional development alongside the STEP Traineeships alone.

Knowledge Management and Transition

- Revised the STEP materials available on the ELSA Officers Portal, including the content and style of the STEP Application Form (SAF), Traineeship Specification Form (TSF) and the Traineeship Evaluation Form (TEF);
- Created new STEP materials including guides on *inter alia*:
 - The STEP Handbook;
 - The STEP Online System;
 - The Verification and Matching criteria and ranking system;

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- The STEP Research Project academic framework and style guide;
- The STEP Transition Toolkit with a guide and templates;
- The STEP Reception quality standards and checklist;
- Published statistics about Job Hunting and Student Hunting progress;
- Prepared the STEP workshops for the Key Area Meeting in Istanbul, the autumn and spring International Council Meetings as well as the online International Council Meeting.

Crisis management during the COVID-19 pandemic

- Worked to the COVID-19 announcements and guidelines of ELSA International;
- Drafted and revised comprehensive STEP-specific guidelines;
- Organised open calls with the STEP Officers of the Network to discuss strategies and get feedback;
- Revised the STEP terms and conditions accordingly;
- Updated the STEP website with relevant information accordingly;
- Communicated with the ELSA International Traineeship Providers and Trainees/offer-holders about the situation and possible modes of action;
- Introduced online STEP Traineeships for the second STEP Cycle for the first time in the history of the Flagship Project;
- Launched the application period of the second STEP Cycle after postponing the launch date due to COVID-19.

ELSA INTERNATIONAL TEAM 2019/2020**Markus Poschenrieder****| Director for Partnership Development of ELSA International 2019/2020**

- Creating with Diomidis (President) a strategy for the tasks we will have in the next term
- Contact and support for Diomidis
- Contact and coordination of the BEE-Team Ingrid (Coordinator) and Filip (Assistant)
- Research for Networking Events
- Working on the EI Ultimate Database and with Filip on the ERD
- Contact and negotiations with (potential) IFP, Travel/ Logistic and General Legal Partners such as: ELTA, Arnold & Porter, A&O, Lufthansa etc.
- Research regarding new Human Rights, Travel/ Logistic and other Partners
- Summarising the Strategies of the last years
- Checking and evaluating the Partners of 2015/ 2016
- Feedback on several topics
- Attending the EI Team weekend
- Attending the JuraCon in Munich
- Attending the the ICM Constanta, IPM Munich and the ICM Online.

Ingrid Solemslie

| Coordinator for BEE Toolkit of ELSA International 2019/2020

- During the year my responsibility was to create new tools for the BEE area, assist the national and local presidents in any tasks related to the tools. Assist Diomidis, the President of ELSA International, with anything from creating presentations for workshops to proof reading, generally tasks that would ease his workload. All work on tools was done with the help and feedback from the other members of the EI BEE Team.
- At the beginning of the semester the BEE transition checklist was revised, and a survey was created to map out the need for new tools within the BEE area.
- During the ICM in Constanta a presentation of the survey results along with the draft of a partnership guideline was presented.
- During the ICM in Constanta a workshop on a potential expansion tool was held.
- After the ICM feedback on the guideline was collected to further improve it before publishing.
- After the ICM in Constanta and during the EIT Weekend the work on the partnership guideline continued, along with the start of the creation of an expansion tool.
- Through the start of the New Year and spring months the expansion tool was created and published mainly through the outstanding effort of Diomidis.
- During the same months the partnership guideline was revised and published along with a line of newly created complementary tools. Hereunder:
- Written templates for the first contact with a potential partner.
- Tips and tricks for writing emails and making professional phone calls.
- A template for partnership packages
- A template for partnership booklets.
- In June I was honoured to be the Chair during the BEE workshops of the Online ICM. This entailed many hours of preparation as well as the actual chairing during the ICM.
- After the ICM and towards the end of the term the focus has been to revise the BEE Handbook, update the BEE transition checklist and prepare to give transition to the coming BEE Team.

Filipe Tisu

| Assistant for External Relations Strategy of ELSA International
2019/2020

- Participated in regular meetings with the President of ELSA International and the BEE officers of the International Team;
- Updated the External Relations Database of the National Groups;
- Created a new form and procedure for collecting the relevant information regarding External Relations from the Network;
- Collected the answers from the National Groups and incorporated the new information in the Database;
- Created statistics of the collected information;
- Presented a workshop regarding the External Relations Database during the 76th ICM Constanta;
- Researched on different matters regarding the development of the External Relations area;
- Participated at the International Team Weekend in Bruxelles;
- Contacted the European Youth Forum (EYF) and kept in contact with them;
- Contacted the Erasmus Student Network (ESN) and kept in contact with them;
- Participated in preparing the application of ELSA International for the membership of EYF;
- Researched on American universities in order to find possible partnership opportunities;
- Contacted American universities and kept in contact with them in order to establish partnerships;
- Researched the past ICM and IPM Minutes on matters regarding strategy or the non-political status of ELSA;
- Held the position of Vice Chair of the BEE workshops during the 77th ICM Online.

Luciana Ayres de Campos
| Assistant for ELSA Training of ELSA International 2019/2020

- Brainstorming on how to revise the ELSA training website;
- Reviewing the past training newsletters and suggesting ideas for future newsletters;
- Creating and sending out the ITP Questionnaire in order to renovate the ELSA training website with updated information on the trainers;
- Reformulating the evaluation forms sent out to trainers and participants regarding their training sessions;
- Revising the ITP regulations;
- Support to National Groups who were looking to create an NTP;
- Minuting of open call with trainers discussing online training.

Andrine Nordahl Holte

| Assistant for Internal Management of ELSA International 2019/2020

- Compiling the 27th State of Network Report
- Giving recommendations to the 28th State of Network Inquiry
- Compiling the 28th State of the Network Report
- Participation at the 76th International Council Meeting, Constanta
- Participation at the ELSA International Team Weekend.
- Participation at the Christmas Cocktail
- Participation at the International Presidents Meeting, Munich
- Participation at the 77th International Council Meeting, Online
- Assistance on compiling the Activity Reports for the International Board of ELSA
- Researching and assisting on updating information about the National Alumni networks
- Researching and assisting on updating information about the National Groups websites links on the website of ELSA International.

Magdalena Wiszniewska

| Assistant for Human Resources of ELSA International 2019/2020

- Research on human resources strategies in European wide and worldwide associations regarding recruitment of the members;
- Preparation of a survey on the state of human resources and strategic planning of the human resources in ELSA;
- Drafting proposal for next International Council Meeting for discussion purpose;
- Attending the ELSA International Team Weekend and Christmas Cocktail at ELSA House;
- Attending an International Council Meeting (online) as a secretary of the Marketing Workshop.

Claudia Manova

| Human Resources Coordinator of ELSA International 2019/2020

- Calls with Nana and Kim at the beginning of the term to discuss the working procedure;
- Dividing the National Groups for Calls related to creation of the Human Resources Handbook;
- Having Calls with Kim in order to get prepared for the Human Resources Calls with my National Groups as their Human Resources Coordinator;
- Contact with my National Groups;
- Having Calls with almost all my National Groups (Albania, Croatia, Czech Republic, Finland, Netherlands, Portugal, Ukraine);
- Sharing the notes with the respective board members taken through these calls in order to double-check;
- Participation at the ELSA International Team Weekend;
- Participation at the 77th ICM Online;
- General assistance throughout the term.

Nurcan Sarikaya
| Assistant for IM Toolkit of ELSA International 2019/2020

- Road Map for the IM Workshop Chairs ICM Constanta;
- Skype Call with Nana;
- Road Map for the Secretaries of the IM Workshop;
- IM Handbook editing;
- Transition Handbook editing;
- Working on a Road Map for the National Groups;
- Participation at IM Workshops at the online ICM (Vice-Chair);
- IM Toolkit Guideline.

Angeliki Stefanidou
| Proofreading Team of ELSA International 2019/2020

- August: monthly reports FM, MCC, S&C
- September: minutes of the 59th IMP, S&C Development Goals, monthly reports AA, MKT, BEE, STEP, S&C
- November: four articles on Artificial Intelligence, STEP Workshop Minutes, monthly report BEE
- February: STEP Workshop Description, monthly reports AA, S&C, STEP
- March: monthly reports S&C, STEP
- April: two Synergy articles, monthly reports MKT, S&C, STEP
- May: monthly reports S&C, STEP
- June: Internal Management Manual, monthly reports S&C, STEP.

David Gall

| Proofreading Team of ELSA International 2019/2020

- November: Synergy, Workshop Minutes from ICM Constanta and monthly Activity Report of the IB;
- December: Monthly Activity Report of the IB;
- January: Handbook and monthly Activity Report of the IB;
- February: ICM Malta workshop descriptions and monthly Activity Report of the IB;
- March: Synergy contributions and monthly Activity Report of the IB;
- April: Monthly Activity Report of the IB;
- May: Monthly Activity Report of the IB;
- June: Monthly Activity Report of the IB;
- July: Monthly Activity Report of the IB.

Ekaterina Kasyanova
| Proofreading Team of ELSA International 2019/2020

- November: Synergy, Workshop Minutes from ICM Constanta and monthly Activity Report of the IB;
- December: Monthly Activity Report of the IB;
- January: Handbook and monthly Activity Report of the IB;
- February: ICM Malta workshop descriptions and monthly Activity Report of the IB;
- March: Synergy contributions and monthly Activity Report of the IB;
- April: Monthly Activity Report of the IB;
- May: Monthly Activity Report of the IB and Input Paper;
- June: Monthly Activity Report of the IB and HR Handbook;
- July: Monthly Activity Report of the IB.

Joris Digners

| Proofreading Team of ELSA International 2019/2020

- November: Synergy, Plenary Minutes from ICM Constanta and monthly Activity Report of the IB;
- December: Monthly Activity Report of the IB;
- January: Handbook and monthly Activity Report of the IB;
- February: ICM Malta workshop descriptions and monthly Activity Report of the IB;
- March: Synergy contributions and monthly Activity Report of the IB;
- April: Monthly Activity Report of the IB;
- May: Monthly Activity Report of the IB;
- June: Monthly Activity Report of the IB;
- July: Monthly Activity Report of the IB.

Jeroen Salomons

| Proofreading Team of ELSA International 2019/2020

- November: Synergy, Workshop Minutes from ICM Constanta and monthly Activity Report of the IB;
- December: Monthly Activity Report of the IB;
- January: Handbook and monthly Activity Report of the IB;
- February: ICM Malta workshop descriptions and monthly Activity Report of the IB;
- March: Synergy contributions and monthly Activity Report of the IB;
- April: Monthly Activity Report of the IB;
- May: Monthly Activity Report of the IB;
- June: Monthly Activity Report of the IB;
- July: Monthly Activity Report of the IB.

Marine Richert
| Assistant for GDPR of ELSA International 2019/2020

- Draft of a data processing register;
- Draft of questionnaires for each area to identify the data processed and other related elements (security measures, purposes...);
- Draft of a plan for the GDPR Guidelines;
- Elaboration of a GDPR action plan to be implemented;
- Draft of a roadmap for the GDPR Workshop of ICM Constanta.

Jan Beemelmans
| Assistant for EDF of ELSA International 2019/2020

- Evaluation of the EDF applications;
- General support, e.g. answering questions from members of national groups.

Elliot Bramham

| Assistant for GDPR of ELSA International 2019/2020

- (Sept.) Report on previous grant applications for the European Youth Foundation;
- (10/10/2019) Info day (Brussels);
- (Oct.) Submission of the EHRMCC City of Strasbourg Grant;
- (Nov.) Report on the Maribel Fund for paid interns working on grants;
- (Nov.) Help with the Erasmus+ grant application;
- (29/11/2019) European Solidarity Corps Programme info day (Brussels);
- (Dec.) UN call for Democracy Fund call for proposal review;
- (Dec.) Work on the UNECA grant application;
- (Mid-Dec.) General help with the international treasury (Brussels);
- (Mid-Dec.) International Team Weekend;
- (13/02/2020) European Youth Foundation (EYF) info session;
- (Feb. – Jun.) Draft of the internal EYF grant manual.

Nikos Fifis

| Audiovisual Team of ELSA International 2019/2020

- Edited the ELSA DAY video with footage from 40 different countries;
- Took footage from the World Forum for Democracy at the Council of Europe;
- Edited the “Is democracy in danger in the information age?” Information from the WFD, which contains an interview from Daniel Rzasas;
- Edited the “World Forum for Democracy 2019” Facebook video which contains an interview from Mr. Michael Klos;
- Edited the General WFD video with the Testimonials from ELSA Delegates;
- Preparing and editing the STEP Testimonial from the Council of Europe;
- Assisted in the WELS Promotion and edited the Instagram Stories Videos (General video, Academic, Social Events);
- Edited the “Rule of Law” video;
- Working Material Covers for SAM, KAM and IPM;
- ELSA Webinars Promo;
- ELSA Training Branding;
- Video for ELSA Training;
- Took over the Social Media Management.

Sarah El Acel-Kottmann
| Graphic Design Team of ELSA International 2019/2020

- E-Mail correspondence;
- Providing assistance to my ten coaching groups regarding Corporate Identity & their marketing related needs;
- Offering skype calls to my coaching groups;
- Supervising Corporate Identity Breaches of my coaching groups & their Local Groups.
- Creation of the ELSA Delegation Promotion Campaign containing tips for application process;
- Working with Irem on the branding of ELSA Trainings;
- Creation of several missing Diplomas for the 17th Edition;
- Diplomas and Letters of Appreciation for the Regionals Rounds of the 18th Edition;
- Working on a draft social media campaign for showcasing the partners of the 18th Edition during the Final Oral Round;
- Preparation of Social Media Stories for the Final Oral Round;
- Creation of the Programme for the Final Oral Round;
- Vice Chair of the Marketing Workshop during the 77th Online International Council Meeting.

Defne Polat
| Graphic Design Team of ELSA International 2019/2020

- Helping for the creation of promotion materials of the second cycle for STEP applications: posts for social media platforms and marketing kit for the network.
- Creation of STEP Certificates, monthly.
- Contacting with coaching groups and advising them about Corporate Identity.

Arsal Rehber
| Graphic Design Team of ELSA International 2019/2020

- Creation of promotional materials of ILRG, ELSA x LexisNexis Rule of Law Essay Competition, EHRMCC and ELR;
- Preparation of EHRMCC Printed Materials;
- Contacting with the coaching groups and advising them in terms of CI;
- Supporting Vice President in charge of Marketing with smaller design tasks.

Vera Eleftheriadou
| Graphic Design Team of ELSA International 2019/2020

- Constant communication with my coaching groups so as to help them solve crucial issues and improve their work;
- Supervision of the Corporate Identity Breaches of my coaching groups;
- Preparation and participation in ICM Constanta (participation in the webinar organised by ELSA International on the proposals, conduction of workshop on CI along with other members of the Graphic Design Team);
- Creation of promotional material for WELS, the ELSA Day Survey, SELS, ELSA Delegations, ELSA Webinars & ELSA Webinars Academy.

Nigar Akhundova

| Director for Communications of ELSA International 2019/2020

- Designed the ELSA International Partnership Proposal 2019/20 together with the
- Vice President for Marketing of ELSA International;
- Designed John H. Jackson Moot Court Competition (JHJMCC) Sponsor Benefits
- and Academic Support packages;
- Updated Union of International Associations (UIA) Partnership Overview;
- Designed Strategic Goals Implementation Handbook;
- Assisting the President and Vice President for Marketing of ELSA International with
- assigned tasks;
- Keeping in touch with the Marketing Coaches from the ELSA International Team;
- Participated in ICM Constanta, and attended Marketing workshops;
- Creating a general template of Sponsorship and General Education Partnerships for
- NGs together with BEE Team;
- Designed Advertising and Synergy Packages;
- Designed ELSA Infographics Card;
- Designed ELSA Webinars Card;
- Updated Heidelberg Center for Latin America (HCLA) Partnership Overview;
- Made a new template for Partnership Overviews and updated overviews for College of
- Europe, IE Law School, The Singapore Management University School of Law (SMU
- SOL) and University of Law accordingly;
- Designed International Legal Research Group (ILRG) Partnership Packages and
- Infobook for the project;
- Helping the President and VP Marketing of EI, and BEE Team with assigned tasks and
- designing materials;
- Working on materials for Annual Reception of ELSA together with the President and
- the VP Marketing of EI;
- Participating in 77th ICM Online and Chairing the MKT Workshop.

Rostislav Busek
| Assistant for Social Media Management of ELSA International
2019/2020

- Together with Vice President in charge of Marketing of ELSA International creating and executing social media strategy;
- Improving the reach of EI on our channels across all platforms;
- Proofreading and graphical edit of 66th Synergy;
- Delivering workshop at the ICM Constanta about social media strategy and its legal aspect;
- Analysing social media channels and its audience;
- Making media card with demographic of our online audience;
- Participation in the ELSA International Team Weekend;
- Participation in multiple NCMs;
- Participation in IPM Munich;
- Participation in 77th Online ICM;
- Participation in 5th SOM Chisinau.

Hendrik Schulz

| Director for Academic Competitions of ELSA International 2019/2020

- Working with Sarah in regards to the Academic Competitions;
- Working with the ENC Coaching Team and the Assistant for Academic Competitions;
- Performing of ENC Coaching Calls;
- Redrafting of ENC Package with the Academic Competitions Team;
- Drafting of Academic Competitions Handbook with the Academic Competitions Team;
- Participation at ICM Constanca;
- Holding of Workshop “Other Academic Competitions” during ICM Constanca;
- Participation at ELSA International Teamweekend;
- Drafting of Academic Competitions related proposals with the Academic Competitions Team;
- Research about possible hosting locations for the European Final Round of the ENC;
- Rework of ENC Case Distribution Sheet;
- Drafting of Materials for ELSA Legal Debates with the Academic Competitions Team;
- Editing of the Academic Competitions Handbook to include ELSA Legal Debates;
- Drafting of Materials for the ELSA4Schools Format with the Academic Competitions Team.

Ljubica Kaurin

| Article Editor of the ELSA Law Review of ELSA International 2019/2020

- Edited footnotes of an article published in the 2019 edition of the ELR;
- Cite-checked articles for the 2019 edition of the ELR;
- Performed the first stage review of the submissions for the 2020 edition of the ELR;
- Advertised call for submissions for the ELR on social media;
- Participated in the ELSA's Instagram stories takeover;
- Approached personal contacts to introduce them the ELR and suggest them to submit articles;
- Actively participated in communication between the members of the Editorial Board;
- Drafted Transition Advice Guide for my successor.

Sofia Aalto-Setälä

| Assistant for Human Rights of ELSA International 2019/2020

- I served in the International Team of ELSA as Assistant for Human Rights since February 2020 with Manolis and Alexandros
- Our team's first project was to help the International team to choose the ELSA Day topic for next year. We categorised the topics local groups had sent to the international team, we prioritised our favourite three topics and created descriptions of each of the three topics with pros and cons. In addition, we thought about key events that could be organised under the topics. Deadline for the report was 9 March 2020
- As our next assignment, we created an online event database. The database included events on human rights that the network can attend online. The deadline for this assignment was 1 April 2020.
- Next, our team focused on finalising the IFP handbook on the topic of Law and Technology. This included proofreading already written text and adding some new content. The deadline was 8 April 2020.
- Following the IFP handbook, our team started working on updating the Human Rights Handbook. Our team added content and new chapters as well as updated old information. The deadline for the Handbook was 1 May 2020.
- For 1 May 2020, our team also drafted a report on the Freedom of Expression Online. This report included the data from the freedom of expression online survey and conclusion of the webinar ELSA held on the topic.
- As our final projects as Assistants for Human Rights, our team drafted the Freedom of Expression Online Concluding Report. This report included all the events, statistic and people, who engaged in the campaign. The deadline for the report is 20 July 2020.
- Also, our team drafted the 9th ELSA Day memo on research and information ELSA currently has on the topic.
- In addition to these projects done together with my team, I volunteered to help Sarah with another project, which I am currently doing research for.

Emmanouil Antonakakis
| Assistant for Human Rights of ELSA International 2019/2020

- Creation of a database of free events on human rights that the ELSA network can attend online. The database was posted on the social media of ELSA. It included webinars, online courses, learning archives and virtual exchanges related to human rights and other fields of law.
- Finalization of the Handbook for the International Focus Programme
- Law and Technology. The aim of the Handbook is to describe the IFP and serve as a guide on how to implement the IFP on Law and Technology.
- Revision of the 2015 edition of the Human Rights Handbook, aiming at highlighting the enhanced need for human rights education and exploring the presence and potential of human rights in both the Key and Supporting Areas.
- Drafting a Report (Freedom of Expression Online Report) analysing and commenting the data from the freedom of expression online survey.
- Drafting the concluding report of the Freedom of Expression Online Campaign.
- Assisting the IB in choosing the ELSA Day topic for next year by categorizing, prioritising and analysing the received submissions.

Mark Anthony Borg
| Assistant for ELSA Negotiation Competition of ELSA International
2019/2020

- During this term, I participated in each and every ELSA Negotiation Competition (ENC) meeting ever since my appointment in August 2019. Following the primary meetings where we discussed the way forward for the ENC and how to work as a team, the work started.
- In the beginning of October, I contacted all of my allocated ELSA VP AAs, these being ELSA Azerbaijan, ELSA Belgium, ELSA Bosnia and Herzegovina, ELSA Bulgaria, ELSA Cyprus, ELSA Denmark, ELSA Finland, ELSA Germany, ELSA Hungary, ELSA Iceland, ELSA Ireland, ELSA Lithuania, ELSA Malta, ELSA Montenegro, ELSA Romania, ELSA Serbia, ELSA Sweden, ELSA Switzerland and ELSA Ukraine. In this email, I introduced myself and invited to participate in a Doodle poll to set up a first meeting.
- No valid email was found for ELSA Bosnia and Herzegovina; therefore, they were contacted on Facebook – however this was still an unsuccessful attempt to contact them.
- Introductory Skype meetings were held on an individual basis with ELSA Bulgaria, ELSA Finland, ELSA Germany, ELSA Hungary, ELSA Switzerland and ELSA Ukraine.
- The purpose of these calls was for the relevant VP AA to meet me and thereby establish myself as the main contact person regarding the ENC. The ENC Package and Handbook were discussed and explained where necessary. Moreover, according to the needs and knowledge of each group, a discussion of the organisation of the ENC was held, a follow-up email with any necessary information or examples of cases the ENC were sent.
- Each group with which a skype meeting was held expressed an interest in organising the ENC – at least at a national level.
- A notable meeting was that with ELSA Finland, where a regional Nordic version of the ENC was discussed. Following confirmation, this idea was given the go-ahead from the Vice President of Academic Activities of ELSA International, Ms. Sarah Ikast Kristoffersen.
- A reminder email to any ELSA country who did not set up a meeting was sent in November. This resulted in communication with other groups such as ELSA Romania, ELSA Bulgaria and ELSA Serbia, and resulted in a meeting being held with the latter two ELSA organisations.
- In addition to this, I worked on re-organising and re-writing the ENC Judge Pack Guide as a contribution to the new version in the ENC Package.
- When most ENCs were cancelled as a result of the COVID-19 pandemic, I took the opportunity to continue to have meetings with groups intending on organising an ENC the following year. Most notably, a meeting was held with ELSA Sweden where we discussed all possibilities and procedures for the ENC at length.

Nikoleta Symela Mavromati
| Publication Editor for the ELSA Law Review of ELSA International
2019/2020

- Participated in the creation of a new Publication Strategy for the ELSA Law Review (ELR);
- Conducted research on potential ELR patrons, collaborating libraries and academic/research institutions, as well as on online databases and websites where the call for submissions could be posted;
- Drafted the relevant files, categorising the findings of the research;
- Drafted invitation mails and letters and sent them out to each recipient;
- Skype meetings with Sarah Kristoffersen and Hendrik Jonsson over the next steps of the ELR publication strategy;
- Actively participated in the communication conducted between the members of the Editorial Board of the ELR;
- Actively approached personal contacts and members of my local ELSA group to spread the word of the ELR and promote the submissions procedure.

Berin Günay

| Director for EHRMCC of ELSA International 2019/2020

- Assisted the Vice President in charge of Academic Activities in coordinating and
- organizing the European Human Rights Moot Court Competition;
- Ensured the communication within the EHRMCC Team and their communication with the Vice President in charge of Academic Activities of ELSA International;
- Coordinated and helped the Assistants' work;
- Participated in ELSA International Team Weekend;
- Created the EHRMCC Team Calendar;
- Scheduled meetings with the EHRMCC team;
- Attended meetings with the Regional Round Organisers;
- Answered the questions regarding general inquiries about the competition;
- Conducted Penalty Scoring of the Written Submissions;
- Reviewed and provided feedback on the EHRMCC documents such as Rules of the 8th EHRMCC, Timeline, Guidelines for Written Submissions, Template for Written Submissions, Promotional Outline, Guidelines for Oral Pleadings and Privacy Policy;
- Reviewed and provided feedback on EHRMCC website;
- Helped allocation of teams to the Regional Rounds;
- Provided feedback on proposals;
- Drafted the EHRMCC Sponsorship Package including the Partnership Prospectus, Partner Benefits and Academic Supporter Benefits;
- Helped creating the list of potential partners;
- Attended the Eastern European Regional Round in Vilnius, Lithuania and assisted the Vice President in charge of Academic Activities of ELSA International;
- Attended the LXXVII Online International Council Meeting;
- Helped drafting the Amendment to the Rules of EHRMCC for Virtual Final Oral Round;
- Wrote a testimonial for the Final Report of the 8th EHRMCC;
- Created the transition manual for my successor;
- Attended the EHRMCC transition meeting with Sarah, Vice President in charge of Academic Activities of ELSA International 2019/2020 and Maja, Vice President in charge of Academic Activities of ELSA International 2020/2021 and gave feedback on the 8th EHRMCC.

Mathieu Verhelst

| Assistant for Judges for the EHRMCC of ELSA International 2019/2020

- Contacting available human rights experts to partake as a judge in this years' edition of the EHRMCC;
- Follow-up contact with possible judges;
- Penalty scoring of Written Submissions;
- Aiding the VP AA in making the new proposals for ICM Malta (online);
- Sending and receiving the Written Submissions for scoring;
- Filling in the Score sheets with the scores given out by the judges;
- Contacting judges to participate in the Final Oral Round in Strasbourg;
- Going to Strasbourg with VP AA to plan ahead the competition and see with ongoing Corona-Crisis;
- Inform judges about all the changes with the Corona Crisis (online Final Oral Round);
- Guide judges with the platform for the online competition and responding to questions.

Yana Lysak

| Assistant for Regional Rounds of the EHRMCC of ELSA International
2019/2020

- Contacted Judges for the Regional Rounds;
- Provided feedback on the EHRMCC documents;
- Worked on the proposals with the EHRMCC Team and the VP AA of EI during the EITW;
- Attended the Central European Regional Round of the EHRMCC in Gottingen, Germany;
- Contacted the Judges of the Regional Rounds to invite to judge at the Virtual Final Oral Round;
- Coordinated a team of 6 timekeepers during the Virtual Final Oral Round;
- Conducted timekeeping during the Virtual Final Oral Round;
- Drafted the Handbook for Regional Round Organisers.

Blanaid Sheeran
| In House Legal Contributor ELSA Law Review Blog of ELSA International
2019/2020

- Meeting with Sarah Ikast Kristoffersen and Hendrik Jonsson to discuss ideas for ELSA Law Review Blog
- Submitting proposals for potential blog posts
- Researching and writing “Privacy in the times of a pandemic: Using technology to combat COVID-19”
- Researching and writing “The compatibility of systematic concealment: Targeted bans and perception changing exceptions?”

Vanya Rakesh

| International Linguistic Editor for the LRG of ELSA International
2019/2020

- Working on the language manual for the LRG on Internet Censorship, to be used as a guidance document for researchers to adhere to while writing the research reports. This required deciding and finalizing the writing style and format to be adopted, to match the requirements of legal writing.
- Reviewing and editing supporting documents for the LRG to make it in sync with the topic. This involved period linguistic editing and reviews of the draft reports ensuring a uniform and professional outlook of the ILRG. The review was carried out on the basis of the language manual created, to tally whether researchers adhered to it or not.
- Recording a webinar on linguistic requirements for national researchers for the LRG.
- Attending webinars like the kick-off meeting, webinar on methodology to conduct research, etc.
- Being associated with ELSA also gave me the opportunity to participate and volunteer in the annual ICM 2020, which was an enriching experience as a European law student.

Maja Rajic

|Assistant for ENC Coaching of ELSA International 2019/2020

- Regularly attending the Academic Competitions Team and ENC Coaching Team Skype Meetings;
- Maintaining regular contact with my 19 coaching National Groups: ELSA Albania, ELSA Armenia, ELSA Austria, ELSA Belarus, ELSA Czech Republic, ELSA Croatia, ELSA Estonia, ELSA Georgia, ELSA Greece, ELSA Latvia, ELSA Luxembourg, ELSA Poland, ELSA Portugal, ELSA Republic of Moldova, ELSA Russia, ELSA Slovak Republic, ELSA Slovenia, ELSA Spain and ELSA UK. In the absence of the National Vice President in charge of Academic Activities, I was contacting the respective President instead;
- Answering to emails of the National groups that needed more information about ENC;
- Gathered information about ENC in different countries throughout the Network;
- Gathered information and opinions of different National groups regarding the organization of the European Final Round of the ENC;
- Regularly updated the ENC Coaching documents on the shared Drive;
- Regularly updated the ENC case distribution documents on the shared Drive;
- Moreover, I was giving advice on how to adapt ENC to virtual space and clarified guidelines for Virtual ENC when needed, due to Covid-19 pandemic;
- Participation on the open call on Academic Competitions.

Nikola Ciric

| Director for Legal Writing of ELSA International 2019/2020

- Redoing the LRG Handbook.
- Coordinating the LRG Team.
- Coordinating the updating process of the LRG General Documents and the LRG Outline.
- Administating communication channels for both LRG on Renewable Energy and LRG on Internet Censorship.
- Maintaining communication with participants of both LRGs.
- Researching promotion opportunities for LRG on Renewable Energy.
- Researching members of the Academic Board for LRG on Internet Censorship.
- Holding webinars for National Coordinators and their teams.
- Creating individualised recruitment strategies for groups with low application numbers.
- Drafting the Marketing Package for LRG on Internet Censorship.
- Preparing the ILRG on Human Rights and Technology by researching and contacting the Academic Board and the potential partners.
- Coordinating the ELR Team.
- Maintaining communication with the authors.
- Participating in the drafting process of the Publication Cycle.
- Dohble blinding the submissions.
- Researching potential ELR partners.
- Holding webinars with the Deputy Editor.
- Drafting the Essay Competitions Handbook.

Elene Gudushauri
| Assistant for ENC of ELSA International 2019/2020

- Member of the working group on the ELSA Virtual Negotiation Competition guidelines
- Presenter of the Virtual Negotiation Competition on info session of AA and MCC
- Member of the working group on the description of the ELSA Negotiation Competition for the future host
- Member of the working group on AA Handbook and AA Transition Checklist
- 77th Online ICM – Secretary of the FM Workshop

Tinatin Oboladze

| Assistant for Teams for the EHRMCC of ELSA International 2019/2020

- Assisted the Vice President in charge of Academic Activities in coordinating the participating teams and organizing the European Human Rights Moot Court Competition [hereinafter, “EHRMCC”].
- Registered 68 participating teams from around Europe. Provided them with individual confirmation letters.
- Answered up to 100 different types of questions from the team members and coaches; Communicated with participating teams’ law faculty representatives.
- Provided the teams with invoices to pay participation fee after the registration process. Communicated with the treasurer on financial and invoice matters. Answered financial related questions of the teams.
- Received clarification questions from the teams. Arranged the questions in the sheets and systemized the questions in a logical legal pattern to send it to the Case Author of the EHRMCC.
- Provided the teams with an updated case of the EHRMCC with clarifications from the Case Author.
- Received the teams’ written memorials; Arranged the google drive and sheets to register each memorial received from the teams in a systematic manner.
- Provided the teams with confirmation of receipt of the memorials.
- Provided the teams with individual Regional Round Allocation emails in three different Regional Round locations. Answered the specific questions related to the allocation process and decided several requests of allocation changes with the Vice President in charge of Academic Activities.
- Issued and provided the teams with Invitation Letters for Regional Rounds
- the google sheets to register disqualified teams and the teams which withdrew from the competition at different stages of the competition. Communicated with the teams regarding their withdrawal/disqualification process.
- Participated in ELSA International Weekend in Brussels, Belgium. Worked on proposals with the EHRMCC team.
- Reviewed and provided feedback on the EHRMCC website, EHRMCC documents such as Rules of the 8th Edition of EHRMCC, Guidelines for Written Submissions and etc.
- Informing non-qualifier and qualifier teams to the Final Oral Rounds [hereinafter, “FOR”]. Providing teams with the Invitation Letters.
- Preparing for the virtual EHRMCC. Communication with teams regarding competition transition to virtual form. Answering questions regarding virtual competition from teams.
- Teams registration for virtual rounds. Informing Teams on Virtual Pleading Allocation and Other Details.
- Sending the invoices to the FOR participants; assisting teams on financial matters.
- Collecting team appearance sheets for preliminary rounds of the EHRMCC. Collecting a summary of the pleadings to send it to the opposing teams before each round of the pleadings.

ELSA INTERNATIONAL TEAM 2019/2020

- Sending diplomas to the FOR participants, award winning teams and individuals.
- Drafting testimonial for the Final Report of the competition.
- Working on the transitional guideline for the next assistant for teams in the EHRMCC.
- Working on knowledge management: AA Handbook, AA Transitional Checklist.

Anna Wojciechowska

|Director for ELSA Delegation of ELSA International 2019/2020

- transition meeting with my predecessor after appointment for the position of Director for ELSA Delegations
- scheduled transition meetings for each member of the ELSA Delegations Team
- attended transition meetings of each member of the ELSA Delegations Team
- conducted the introductory skype meeting for the ELSA Delegations Team
- conducted training from ELSA Delegations for the Team
- organising the timeline for ELSA Delegations Cycle for the ELSA Delegations Team
- conducted skype meeting about the evaluation of first Call for Coordinators and Assistants
- assisting the ELSA Delegations Team with their tasks
- training from updating the website for Assistant
- general coordination of the work of the ELSA Delegations Team
- remaining in constant contact with the members of the ELSA Delegations Team
- constant cooperation with the ELSA Delegations Team
- constant close cooperation with the Vice President in charge of Seminars and Conferences ELSA International 2019/2020
- being available for the ELSA Delegations Team throughout every stage of our work
- organised informal ELSA Delegations Team video call to check on the well-being of the members of the Team during the lockdown
- created ELSA Delegations Selection Criteria with VP S&C
- created ELSA Delegations Terms and Condition with the predecessor and VP S&C
- created ELSA Delegations Policy Privacy with predecessor and VP S&C
- prepared presentation for ICM Constanta
- attended ICM Constanta and ICM online
- prepared presentations for webinars about ELSA Delegations and application for ELSA Delegations
- co-delivered the workshop about the ELSA Delegations during the ICM Constanta
- coordinated the works of the ELSA Delegation Team upon documents with the examples of motivational letters and estimated prices and created the final version
- launched September, November, January Call – 32 sessions and March Call (cancelled after few days, because of Covid-19) – 13 sessions
- researching the new opportunities for ELSA Delegations
- updated the Evaluation Form with VP S&C
- updated the Application Form with VP S&C
- preparing suggestions of the sessions for the respective Calls
- checking the ELSA Delegations Evaluation Forms
- preparing final recommendations of the ELSA Delegates for International Board
- preparing Letters of Confirmation and Letters of Participation
- answering emails concerning questions about the ELSA Delegations
- partial ELSA Delegations website management

ELSA INTERNATIONAL TEAM 2019/2020

- being in contact with the International Organisations
- taking over coordination of the ELSA Delegations to UNODC and UN ECOSOC
- updated the guidelines for the ELSA Delegations
- keeping the archives of the ELSA Delegations
- informing the Network about the new Calls for ELSA Delegations and new online events
- informing the Network about the all ELSA Delegations materials available for them
- delivered the ELSA Delegations webinar for one of the Local Groups
- updating the website with online meetings
- conducting the research of online events, webinars organised by International Organisations
- being in touch with the International Organisations regarding the situation with Covid-19
- following the changes within the schedules of the meetings of International Organisations
- following Covid-19 situation in different countries and checking the measures on the websites of Ministries of Foreign Affairs
- being in touch with the ELSA Delegates with regards to Covid-19 situation
- organised informal video call for the Team members
- preparing the tips and tricks and needed documents for the next ELSA Delegations Team
- planning the complex transition for the successors about the ELSA Delegations and work ELSA Delegations Team
- assistance to the VP S&C in the various situation and works.

Cagla Sahin
| Assistant for Summer ELSA Law Schools of ELSA International
2019/2020

- I am the coach of SELS Dresden, SELS Antwerp, SELS Dublin, SELS Tbilisi, SELS Batumi, SELS Tirana, SELS Maastricht, SELS Copenhagen and SELS Coimbra
- Have found a Facebook group in order to keep HoOCs updated with the activities/deadlines/necessary information regarding this SELS Cycle.
- Have conducted Skype meetings with all HoOCs and provided them with the necessary information regarding the upcoming application cycle.
- Have contacted HoOCs on a monthly basis and reported in the common excel.
- Have supported HoOCs and delivered their problems to the Director for Summer ELSA Law Schools and the VP S&C.
- Have contacted with the SELS Team regularly.
- Joined monthly SELS Team meetings online.
- Shared SELS promotion posts regularly in S&C Team Facebook Group.
- Have conducted second mandatory meetings with the HoOCs and informed them on the matters regarding COVID-19 and the possibility of cancellation.
- Regularly contacted with HoOCs to get updates on the cases present in their countries and to monitor their tendency for cancellation and noted in monthly reports.
- Assisted HoOCs through the cancellation process.

Ksenija Kulenovic

| Assistant for Law Schools of ELSA International 2019/2020

- arranged skype calls with my coaching groups, so that we could get to know each other and explained them the procedure; made a facebook group with my coaching groups, where I regularly posted important documents and reminders about deadlines
- almost every week I was in contact with them, to check if everything is fine and if they need my help
- every month I wrote the reports to Lexie, about past activities of my coaching groups
- tried to attend every call with Lexie
- when corona started, I was talking with every group about the situation in their country and what the new steps could be; I was also informing them regularly about other possible options, if law schools were cancelled
- when law schools were officially cancelled I explained them options of the online law schools

Ilke Yilmaz
| Assistant for Summer ELSA Law Schools of ELSA International
2019/2020

- Carrying out coaching within 11 different Summer ELSA Law Schools including ELSA Baku, ELSA Cluj-Napoca, ELSA Düsseldorf, ELSA Groningen, ELSA Kraków, ELSA Lviv, ELSA Malta, ELSA Modena, ELSA Odesa, ELSA Timișoara and ELSA Zadar.
- Created a Facebook Group for my coaching groups in order to make announcements, share important documents and to facilitate the communication.
- Participated to the 1st SELS Team Skype meeting.
- Evaluated and summarized the participant evaluation forms of 5 different SELS from the previous Cycle.
- Participated to ICM Constanta and chaired the S&C workshops.
- Held the first round of Skype calls with my coaching groups, introduced the concept of the coaching system and my role on assisting them, went through the Quality Standards and Responsibilities of the Organising Committee according to the Decision Book and ELSA Law Schools Handbook, presented the SELS calendar, explained how the SELS Portal works and what is the role of the Head of OC in this regard and last but not least, discussed their progress so far as well as provided advice on how to improve different aspects of their respective SELS.
- Participated to ELSA International Team Weekend and Christmas Cocktail.
- Filled in the monthly update document regarding the process of my coaching groups.
- Regularly contacted with the SELS Team on improving the quality of the SELS and updating the Director about my activities.
- Constantly communicated with my coaching groups; reminded the deadlines, ensured they are complying with the Quality Standards as well as the SELS Cycle and general preparation process.
- Helped the Heads of OCs of my coaching groups to fill in the SELS Portal and Additional Questions Form.
- Being part of the Working Group on Categorising ELSA Law Schools.
- After the cancellation of the Summer ELSA Law Schools Cycle because of the COVID-19, assisted my coaching groups with regard to organisation of their event and informing their applicants, helped them to proceed with ELSA Webinars Academy by explaining the requirements and procedure, and of course providing necessary moral support.
- Contributed to the drafting of the ELSA Webinar's Privacy Policy and Terms and Conditions.
- Participated to the very first Online ICM.
- Successfully elected as the incoming Vice President in charge of Seminars and Conferences of ELSA International 2020/2021!

Adriana Paschkova
| Director for National and Local Moot Court Competitions of ELSA
International 2019/2020

- Working on an updated version of the MCC Handbook, based on the received
- evaluations from the network;
- Creation of a database of all the Moot Court Competition cases within the network;
- Communication with National and Local VP MCCs in order to answer specific
- questions that were brought up pertinent to the organisation of an MCC as well as
- providing general advice on how to organise an MCC;
- Monthly skypes with Jakub and preparing new strategy regarding an MCC.
- Attended the ELSA International Team Weekend and Christmas Cocktail at ELSA House
- Attended the 77th International Council Meeting Online

Theresa Quitt
| Assistant for Regional Rounds of the JHJMCC of ELSA International
2019/2020

- Sent out MOU to both European RRO (Czech Republic and Ukraine)
- Was supposed to attend the regional round in Bangkok, however due to COVID-19 this was no longer possible.
- Timekeeping for the South & West Asia Regional Round in May
- Timekeeping for FOR in June

Francisco Arga e Lima

| Assistant for Teams of the JHJMCC of ELSA International 2019/2020

- Proceeded to the teams registration;
- Kept in constant contact with the teams;
- Received clarification questions submitted by the teams;
- Coordinated the payment of the Registration Fees with the Treasurer of ELSA International;
- Prepared a spreadsheet with the teams going to each Regional Round;
- Received the Written Pleadings;
- Sent documents to the African Teams regarding Financial assistance to participate in the African Regional Round;
- Sent emails to teams regarding the effects of COVID-19 on the Competition;
- Sent invitation letters to Teams that asked for them;
- Reminded teams about the need to have international passports;
- Coordinated the payment of the Final Round Participation fees;
- Contacted the Regional Round and Final Round winners for their report on the Competition;
- Timekeeper at the Final Round.

Angela Garufi

| Assistant STEP Coaching Team of ELSA International 2019/2020

- Sending introductory emails to my coaching countries;
- Individual skype meetings with national officers;
- Providing general updates and reminders;
- Answering STEP procedure related questions throughout the cycle;
- General assistance and support for the STEP officers of the respective coaching countries;
- Actively participated at 77th Online International Council Meeting of ELSA (Vice Chair Workshop STEP)
- Support my coaching countries during COVID- 19 Emergency

Ezgi Cankurtaran

| Assistant for STEP Expansion of ELSA International 2019/2020

- Conducted research about potential traineeship providers & possible cooperations for the promotion of STEP to external applicants. For the first cycle, I targeted academic institutions in the United States. For the second cycle (before the COVID-19 situation), I kept the academic focus and expanded my target to English-speaking countries; which meant the addition of research centers & institutions and in terms of location Canada, Australia, New Zealand & South Africa
- Created and maintained a database to organize relevant information about the potential traineeship providers in my assigned region
- With valuable help and feedback from Meeri and the rest of the STEP Expansion Team, drafted an email template for academic institutions which I've then used to send emails for both cycles
- Attended the ELSA International Team Weekend in the ELSA House
- Assisted with inbox management by labelling emails in the team inbox
- Co-delivered a presentation about Job Hunting & COVID-19 at the Job Hunting Open Call with the rest of the team
- Provided input for the draft transition strategy documents regarding STEP Expansion Team
- Participated in and chaired the STEP Workshops at the 77th International Council Meeting, which was conducted online
- Joined a call with Meeri and Francesco where I shared my observations about the term with regard to STEP Expansion Team and recommendations for the term ahead.

Maria Dalamitra

| Assistant STEP Expansion of ELSA International 2019/2020

- Preparing the template emails for contacting potential traineeship providers along with the other members of the team and the VP STEP
- Doing research upon UN sub-bodies that could constitute partners of ELSA in the future
- Contacting the national VPs STEP of many countries of the network and propose them different institutes based in their country to approach them during Job Hunting Period
- Creating a list of contacts including information about the traineeship providers and their specialisation field
- Contacting some of them (after confirmation of the VP STEP) asking for cooperation
- Upgrading former contacts' lists and verifying the information provided by the previous Job Hunting Directors
- Contacting some of the previous potential traineeship providers that were not reluctant to cooperate with ELSA in the future
- Organising the Job Hunting Open Call and delivering a speech about Job Hunting Databases
- Participating in the team that wrote the STEP Transition Guide for 2020/2021.

Victor Hilbertz

| Assistant for STEP Expansion of ELSA International 2019/2020

- creating a strategy for STEP Expansion in the MENA region
- approaching new potential STEP Traineeship Providers
- sending follow-ups to former and new contacts for inquiring whether they would like to participate in the programme
- updating the international job hunting databases
- participating in the creation of Job Hunting development objectives on the international level
- held together with my teammates a webinar on job hunting consultancy (thus consulting the network on strategies and best practises for job hunting)
- participated in workshops at KAM Istanbul, ICM Constanta & online ICM.

Jakub Vavrik

| Assistant for STEP Trainees of ELSA International 2019/2020

- Matching of applications for the 2nd STEP cycle
- Support with STEP Transition Toolkit
- Participation Online ICM
- Input in discussion with EIT
- Transition Strategy for the upcoming term
- Support with STEP projects
- Input for upcoming STEP projects

INTERNATIONAL INTERNAL MEETING REPORTS**International Presidents' Meeting – IPM Chair Report
| Arsal Rehber****Opening Workshop**

- Opening the LXI Online International Presidents' Meeting
- Appointment of the Workshop Officers - Chair and Secretaries
- Amendment and approval of the agenda
- Introduction of Workshop Rules and Finger Rules
- Introduction of participants
- Presentation of expectations for the IPM

Icebreaker

- Introduction of Patrick Oliver
- Presentation on ELSA Alumni by Patrick Oliver
- Explanation of the perks of being an ELSA Alumni member
- Q & A session on ELSA Alumni
- Presentation on ELSA Alumni website by Robert Vierling

International Update

- Presentation of ELSA International on the OYOP
- Summary of the term of ELSA International until September
- Q & A session on the presentation and the OYOP of ELSA International

OYOP Time

- Introduction of the rules of the OYOP Contest by ELSA International
- OYOP Presentations of the National and Local Groups

BEE Group Therapy

- Introduction of the Personality Test by ELSA International
- Answering the Questions of the 16 Personality Test by the Participants
- Discussion of the Results of the 16 Personality Test
- Discussion of the current fears, concerns and insecurities of delegates
- Providing suggestions to cope with the problems and fears

New Decade, New Ideas

- Presentation of ELSA International on External Relations Strategy
- Q & A session on the presentation, the division of labour when it comes to external relations and partnership strategies

How to Avoid Blind Dates with Partners

- Presentation of ELSA International on Market Research to understand how to reach partners

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- Working groups to repeat and apply the ways of market research by using online devices to know what is needed to approach to the partners
- Merging the working groups so that the groups can ask each other the necessary questions to make sure that the group made a comprehensive research
- Changing the category of the entities that have been searched before for working groups to make participants see that the different entities require different research approaches
- ELSA International has asked questions to the working groups to show them the efficiency of their research methods

Principle No 1: to have a plan!

- Introduction of the VP STEP and EIT officers that will take a role in the workshop
- Working groups to create partnership strategies for different situations
- Simulation of a partnership meeting with EIT officers and VP STEP to make participants see the things that can happen during the meetings
- Working groups worked on their partnership strategies more by considering the feedback that they get

Marketeers and STEPpers: Our Partners in Crime

- Introduction of the VP STEP and VP MKT that will take a role in the workshop
- Presentation of ELSA International on cooperation between board members
- Discussion and Q & A on the effective communication in local and national level
- Working groups consisting Marketeers and Presidents to discuss all of the opportunities to make profit out of Marketing potential of national and local groups
- Presentations of working groups on their discussions

How to Become a Leader

- Discussion on the definition of a good leader
- Presentation of ELSA International on leadership levels' structure of John Maxwell to introduce the levels of leadership to the participants
- Discussion on the levels of leadership of the participants
- Presentation of ELSA International on different types of leadership, team roles and BEE Calendar
- Participants shared their leadership types with the workshop

Quality vs Quantity

- Presentation of ELSA International on expansion and its different meanings
- Q & A on the presentation
- Discussion on the understanding of expansion
- Introduction of BCG Matrix
- Exercise to assess the ELSA International's projects by considering BCG Matrix
- Further discussion to understand the market placement of ELSA International's projects

Online Globetrotters

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- Introduction and video presentation of the Ukrainian culture

First BEE Assistance

- Presentation of Carl Tidemyr on the BEE Toolkit
- Working groups on case studies where the problems provided by Carl Tidemyr have been solved by considering the information that can be found in the toolkit
- Participants shared the outcome of the discussion groups with the workshop

What? When? Why? How?

- Presentation of ELSA International on Strategic Goals
- Working groups on discussing how to implement the strategic goals and then a follow-up round the mention all the things that can go wrong
- Participants shared their ideas with the workshop

Young Advocates

- Working groups to do researches on the different approaches of advocacy in different types of entities
- Participants shared their results with the workshop

Strategic Goals Timetable

- Presentation of ELSA International on Strategic Goals Timetable
- Q & A on the presentation and Strategic Goals in general (especially on the board reform) to fully comprehend its importance

We The People

- Introduction of the Secretary General
- Presentation of ELSA International on the Human Resources Strategy of ELSA
- Working groups to discuss the applications of national and local groups in terms of Human Resources to provide ELSA International necessary data where the working groups cooperate to learn from each other's' examples

Time to say...

- Feedback and last remarks from the participants about their IPM experience
- Closing of the LXI Online International Presidents' Meeting

Supporting Area Meeting – Internal Management Chair Report | Basil Schaller

Opening Workshop

- Presentation of the Workshop Officers Tasks
- Workshop Officers elections - Chair and Secretaries
- Approval of the Agenda
- Introduction and establishing of Workshop Rules and Finger Rules
- Introduction of participants

I(a) M

- Intro to the WS
- Presentation of the OYOP of the IB 20/21
- Presentation of the deadlines for the term
- Group work on transition and afterwards presentation of the results
- Election of a replacement secretary for the I'M a Planner WS

I'M a Planner

- Intro to the WS
- Roundtable on the OYOPs/goals and difficulties of the NG and LG

I'M aware of the Rules

- Intro to the WS
- Quiz on the Regulations of ELSA in groups
- quick outlook on the WS of the next day

Joint WS (MKT & IM) - ELSA Training

- Intro to the WS
- Presentation on what ELSA Training is, the benefits and how to request an ITP Trainer
- Group work on how to pitch/sell ELSA Trainings to the NBs
- Presentation of the group work results

Know your Key Areas

- Presentation of the different Key Areas by the respective IB member

I'M a Project Manager too

- Intro to the WS
- Youtube-Video on PPT
- Presentation on the duties in organising NCMs
- Presentation and roundtable on tools and best practices
- Presentation on how to instruct the Chairs

IIM

- Intro to the WS
- Presentation on the new IIM cycle/meetings

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- Group work on different questions relating to the ITM
- Presentation of the group work results

Strategic Goals

- Presentation of the Strategic Goals of the IB

Time to say goodbye

- Evaluation and feedback on the online IM Workshops
- Outlook on the autumn online ICM
- Goodbyes and thank yous

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Supporting Area Meeting – Financial Management Chair Report | Yaryna Stefaniv

Opening Workshop

- Introductions and welcoming to FM Workshop;
- Election of the Workshops' Officers (Chair, Secretaries, ELSA Spirit);
- Presentation of the draft agenda, approval of an amendment proposed by ELSA International, and then approval of the revised agenda as a whole;
- Establishment of the Workshops' rules;
- Ice Breakers.

Meaning of FM Workshop

- Presentation from the Deputy Treasurer of the International Board of ELSA (CP) about the meaning of FM, regarding the role of financial management and the main functions and responsibilities of the Treasurers, also the role of auditors;
- Roundtable for participants to share their own experience on their ELSA Groups;
- Feedback from the Deputy Treasurer of the International Board of ELSA (CP) about some common difficulties experienced by the ELSA Groups during a term and sharing past experiences concerning this topic.

General Budget Workshop

- Presentation from the Deputy Treasurer of the International Board of ELSA (CP) regarding ELSA;
- International current budget, presented in the LXXVIII International Council Meeting Online;
- Q&A;
- Presentation of general budgets of the Network with the presentation of ELSA Germany's and ELSA Portugal's general budget.

I Need a Dollar – Marketing Budget Workshop

- The Deputy Treasurer (CP) and the Deputy Vice President in charge of Marketing (NF) of the International Board of ELSA explain how businesses plan to interfere in their marketing expenses;
- They explored the possibilities for the creation of a marketing budget, techniques to calculate it; while presenting the Google Ad Grants option and proposing a FM toolkit for MKT;
- The division into Working Groups to discuss 5 smart ways to spend the marketing budget;
- Presentations of the results of the Working Group.

Workshop on General Budget – Practical case

- Presentation of the Practical Case on General Budget;
- Groups presenting their results concerning the case.

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FM Strategic Goals Workshop

- Presentation from the Deputy Treasurer of the International Board of ELSA (CP) gives a presentation on the general Financial Management Strategic Goals, including FM toolkits for the network;
- The division into Working Groups to order 1-5, 1 most important and 5 less important goals for FM, and what kind of FM toolkits we need for the future.

HR Model – Joint with IM and MKT

- Presentation of ELSA Alumni, about the role and support that it is provided by the ELSA Alumni Association, also presenting the events that are promoted;
- Q&A;
- The Deputy Secretary-General of the International Board of ELSA (SG) gives a presentation on Human Resources (HR) Models;
- The division into Working Groups with a set of questions for each;
- Groups present their final answers for the questions presented.

Fundraising Plans Workshop

- Presentation of the Deputy Treasurer of the International Board of ELSA (CP) based on improving and increasing the diversity of our sources of income, according to the Financial Strategy of ELSA, but also to the specific needs of each ELSA Group;
- Q&A.

Joint Session BEE and FM

- Presentation on the Relationship between BEE + FM by the President (WB) and the Deputy Treasurer of the International Board of ELSA (CP), in which the importance of cooperation and communication; the role of the Treasurer in providing information regarding the financial state of the Association and grants; the relationship between the financial strategy and ELSA Group strategy; the External Relations Policy (namely fundraising) was highlighted;
- Presentation of the main partners of ELSA and encouraging Network to take a holistic approach to ER and investing in partnerships;
- Practical case in which participants were given a budget with limited income and set expenses.

Financial Strategy 2019 - 2022

- Presentation on the financial strategy of ELSA International;
- Q&A;
- Roundtable about the implementation of National Financial Strategies.

JHJMCC and National MCCs' Financial Strategy Workshop

- Presentation on JHJMCC budget by the Deputy Treasurer (CP) and the Vice-President for Moot Court Competitions (LB) of the International Board of ELSA;

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- Q&A;
- Practical Case for National Moot Court Competitions;
- Roundtable to collect national group information.

STEP Financial Strategy

- Presentation from the VP STEP (FB) and the Deputy Treasurer (CP) of the International Board of ELSA about STEP Finance, STEP Partners and the STEP Budget for 2020/2021;
- The division into working groups to discuss STEP Finance.

ELSA Development Foundation

- Presentation from the Deputy Treasurer (CP) of the International Board of ELSA on EDF;
- Q&A;
- Presentation from the Deputy Treasurer (CP) of the International Board of ELSA on the hot topics exercise, with a discussion firstly on the EDF Report penalty (Decision Book, point 2.3), then the EDF prizes, and finally the EDF toolkit.
- Roundtable.

Supporting Area Meeting – Marketing Chair Report | Angela Garufi

Opening Workshop

- Opening the Marketing Workshops
- Approval of the Agenda
- Workshop Officers' Appointment
- Introduction of Workshop rules and Finger Rules
- Introduction of Participants

Lifestyle: IB

- Presentation on the Transition month
- Presentation of structure of ELSA International's OYOP
- Presentation of the participants' transition
- Challenges and successes during the transition period

Fun-damentals

- Presentation of the fundamentals of Marketing
- Most important and useful editing software
- Presentation of the Decision Book
- Detailed look on the Brandbook
- Basic good marketing practices

Strategy

- Presentation of the most useful social media platforms
- Detailed look on the algorithms of Facebook and Instagram
- Good practices for LinkedIn
- Participants share their insights on social media optimisation

Designing the Future

- Presentation on Graphic Design fundamentals
- Presentation of the current Brand Identities
- Working group on the changes that can be implemented in the Brandbook
- Focus on the Brand Identities which should be updated

Synergy 4 Life

- Presentation of the history and importance of Synergy
- Challenges that Synergy has been facing
- Potential solutions to the continuous problems
- Working groups on how to make Synergy more sustainable
- Presentation of the working groups

AV Experience

- Introduction on the basics of video editing
- Presentation on how to use videos in social media and promotion
- What are the most important elements of a successful video

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- Tutorial on the interface of Final Cut Pro for video editing
- Participants create their own videos

Joint S&C

- Presentation of the S&C projects
- Best practices for the promotion of S&C projects
- Working Group on how to effectively promote ELSA Webinars and ELSA Webinars Academy
- Presentation of the Working Groups

Joint STEP

- Presentation of the new promotion strategy for STEP
- How to promote STEP in a socially responsible way
- Working group on the creation of marketing materials for STEP

Joint MCC/AA

- Presentation of the John H. Jackson Moot Court Competition
- Presentation of AA projects
- Discussion on engaging ways to promote Key Area projects
- Practical Marketing Kits for the promotion of different projects
- Challenges of Marketeers

The 80/20 Rule

- Presentation on the best practices for Marketing
- Useful tools for the creation of promotional materials
- Working group on the challenges Marketeers are facing
- Presentation of potential solutions for marketing problems

This is Marketing!

- Presentation regarding the future of Marketing
- Understanding the fundamentals of Marketing
- Importance of effective communication in Marketing
- Challenges of the Marketeers at ELSA
- Roundtable discussion on the evolution of the Marketing Area

Closing workshop

- Giving feedback to the agenda and the way of conducting workshops
- Closing speeches

Key Area Meeting – Academic Activities and Moot Court Competitions Chair Report | Linnea Regnell

Opening Workshop

- Election of workshop officers (Chair, Secretaries and ELSA Spirit).
- Presentation of agenda and choosing of workshop rules.

AA/MCC International Update

- ELSA International shared an update of the projects under AA/MCC.
- Discussion about whether to move the international MCC's online.

Welcome to the 21st Century!

- ELSA International presented the workshop with useful IT tools.
- Discussion about the pros and cons with the different tools.
- Discussion about GDPR-compliance with different tools.
- National groups suggested additional IT tools that have worked for them.

What are your plAAns? - Episode 1

- National and Local Groups present their own events and competitions. Each presentation was then followed by a short Q&A session and discussion.
- Discussion on working together with other organizations on certain projects.
- This workshop was divided into two sessions but the content was the same.

How can we work together?

- Discussion about what expectations of ELSA International the national groups have.
- Discussion on how to manage this year with COVID-19.
- Suggestion to create a shared google sheet for the national groups to add in when they have national and local events/projects for other countries to join.

Planning and Development Goals

- Discussion in smaller groups on what goals we have for AA/MCC this coming year followed by a presentation from the groups.

What are your PlAAns? - Episode 2

- See above description.

Think global, act local

- Presentation by ELSA International of MCC development goals.
- Discussion about national and local promotion and involvement in the international MCC's.

Professional Development (Joint AA/MCC and STEP)

- ELSA International presented Professional Development and Career Launch.

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- Discussion on how to get recognition for Career Launch, how to promote it and what the target audience is.

What are Key Areas and what brings us together? (Joint AA/MCC, S&C and STEP)

- Quiz on stereotypes about Key Areas.
- Discussion about national/local IFP events.

How to be an executive board member?

- Discussion of the responsibilities as a Key Area officer.
- Discussion about how to contact externals.

We stAAAnd for...

- Presentation by ELSA International of their OYOP's.
- Presentation by national officers of their OYOP's.

Miscellaneous

- More presentation of national projects from the workshop "What are your plAAAns?"
- Open discussion on what the officers' impressions of Online KAM.

Key Area Meeting – Seminars & Conferences Chair Report | Valentin Badert

Opening Workshop

- Welcome and introduction by the VP S&C of ELSA International
- Election of the Workshops officer (Chair, two Secretaries and one ELSA Spirit)
- Presentation and voting of the agenda
- Brief roundtable of workshop rules

Communication tips & tricks

- Presentation by Ziya Sakir Yilmaz on the best way to have a perfect communication
- Q&A session on the focus of better communication

#S&Cefficiency

- Presentation of the useful tools and applications that an S&C officer can use during his term
- Presentation by National and Local groups of the tools they use for their knowledge management and communication inside their board.
- Tools such as Slack, or google drive were presented and the experience from each National group or Local group board members was presented to the workshop.

#S&C101

- Quiz on the knowledge the participants have about the S&C area and their knowledge about ELSA in general.
- Description of what is S&C for the participants in one word

ELSA Law schools

- Quiz on “how well do you know ELSA Law schools” in groups.
- Presentation on the current state of the ELSA Law schools
- Presentation of the results from the working group on the categorization of the ELSA Law schools based on different possibilities: 1. Advancement of the Academic programme 2. Intensity of the academic programme
- Explanation of the aim of implementing a categorization between the law schools by the VP S&C of ELSA International.
- Detailed presentation of the pros and cons as well as each possibilities of categorization
- Discussion on the creation of a guideline to define the levels of advancement to which the workshop showed a positive recommendation
- Informal voting by the workshop on which categorization should we proceed with for the next summer cycle. The majority of the workshop was in favor of moving forward with categorizing the different ELSA Law schools based on the advancement of the Academic programme and more specifically with the filter of the levels of advancement.

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IT in S&C

- Presentation by the VP S&C of ELSA International and the Director for IT of ELSA International of the Tools for creation of a Website on Wordpress and how to make them look professional.
- Presentation by the Director for IT of the website Wix.com which helps in the process of creating a website
- Discussion and presentation by the participants of the apps they are using for their ELSA work
- Presentation of apps such as Canva, Photopea, Limesurvey, ...
- Presentation by S&C ELSA International of Slido, a tool used to make meetings more engaging.

ELSA Webinars

- The VP S&C of ELSA International introduces the workshop to the Webinars in ELSA, the different types that there is: ELSA Webinars, Internal Webinars and ELSA Webinars academy
- Presentation of the ELSA webinars website and its portfolios
- Presentation of the statistics of the organization of webinars during the term 2019/2020
- Presentation of the Webinar Partner of ELSA international 'Clickmeeting' and introduction on how to use the platform.
- Division of the workshop in working groups, with each of them having to create a webinar with Clickmeeting.

Stronger together

- Bonding games between the participants to get to know each other better and create a stronger S&C family.

OYOPs

- Game with the description of what is an OYOP with one word
- Presentation by the VP S&C of ELSA International of the OYOP of the International Board of ELSA.
- Discussion and questions about the OYOP of ELSA International and their focuses for this year.
- Discussion on how the OYOP of ELSA International can be implemented in the S&C area and what we can create this year.
- Division of the Workshop in Working groups during which each participant have to discuss their OYOP and their foci for this year.
- Presentation of the results of the discussion of the Working groups to the rest of the participants of the workshop.
- Question and roundtable initiated by ELSA International on how the officer are going and can implement Human rights during their term and what they would like to do on that subject.

Promotion of S&C events

- Participation in the Workshop of the Deputy VP Marketing of ELSA International

INTERNATIONAL INTERNAL MEETING REPORTS

- Joint presentation of MKT and S&C ELSA international on how to promote the S&C events.
- Discussion on how the workshop plan on promoting the ELSA Law schools during this term with the implication of the COVID-19
- Division of the Workshop into working groups, each of them having to create 3 Promotion posts idea for the Winter ELSA Law schools while focusing on sentiment, social responsibility and key elements on how the promotion strategy should look like.
- Presentation by each Working groups of the posts they have created and the promotion strategy they would like to implement alongside these ideas.

A way forward with ELSA Webinars

- Presentation by VP S&C ELSA International of the development of the ELSA Webinars and ELSA Webinars academy project and the need of implementing quality standards in order to better regulate the project.
- Discussion on the future proposal that ELSA International would like to bring at the ICM Online in November to regulate the ELSA Webinars and ELSA Webinars academy better.
- Division of the workshop into working groups for them to discuss the quality standards that would be needed for different parts of an ELSA Webinars and an ELSA Webinars Academy: Academic programme, Speakers, Promotion, Equipment and Branding.
- Presentation of the results of the discussion of each working group to the rest of the Workshop.
- Discussion on the potential quality standards that could be implemented based on the results of each Working group discussion.
- Notification by the VP S&C ELSA International that we will continue this discussion at ICM online as well.

How deep is your law?

- Presentation by VP S&C ELSA International of the Legal responsibilities as a member of the International Board.
- Presentation by VP S&C ELSA International of the Legal aspects of the S&C events being organized in the network.
- Discussion about the creation of hosting agreements between the OCs and ELSA International for the International and flagship projects of ELSA.
- Discussion about the GDPR Compliance in S&C events
- Discussion and roundtable of the Legal responsibilities each participants has as a board member from a Local or National Group
- Roundtable of the legal status each National/Local group has based on their external regulations and National legislation
- Discussion on how each Local or National boards is granted Relief of responsibility in their network.

S&C in New normal

INTERNATIONAL INTERNAL MEETING REPORTS

- Presentation by VP S&C ELSA International of a Case study with different crisis linked to the current situation with COVID-19 and also crisis that often arises during the organization of S&C events.
- Division of the Workshop into working group to solve the different crisis invented by VP S&C ELSA International and how each of them would solve it.
- Presentation of the results of the discussion of the crisis management of each case by each working group to the rest of the Workshop.

How to be Sexy & Cool?

- Poll on the fears and concerns of each officer have for this term.
- Roundtable on how each officer would like to be remembered at the end of their term
- Sharing of experience by VP S&C ELSA International and the participants of the workshop on what each of them can have faced as an active S&C officer

Miscellaneous

- Sum up of the Week by VP S&C ELSA international
- Roundtable on how each participants have experienced the online format of the workshop and the online format of the KAM in general
- Discussion on what the participants like in the S&C Workshops
- Discussion on what can be improved for future Online internal meetings
- Roundtable on what workshop each participants would like to have at the ICM Online in November.

INTERNATIONAL INTERNAL MEETING REPORTS

Key Area Meeting – Student Trainee Exchange Programme Chair Report | Maria Angelopoulou

Opening Workshop

- Introductions and welcoming to STEP Workshops;
- Election of the Workshops' Officers (Chair, Secretaries, ELSA Spirit);
- Presentation of the draft agenda, approval of an amendment proposed by ELSA International, and then approval of the revised agenda as a whole;
- Establishment of the Workshops' rules;
- Ice Breakers.

External Relations

- Presentation from the VP STEP (FB) and the President of International Board of ELSA (WB) about the connection of STEP with the field of external relations, the need for joint databases and shared contacts and the implementation of a common strategy for partnerships;
- Division into working groups in order for each one to form a strategy about approaching a prospective STEP Traineeship Provider;
- Feedback from the VP STEP (FB) and the President of the International Board (WB) about the working groups results.

STEP Brand

- Presentation from the VP STEP (FB) and the VP Marketing of International Board(NF) about the progress made last year regarding the STEP logo and the whole synergy with the Marketing area. Introduction of the STEP Week;
- Division into working groups in order to discuss what message we want to pass with STEP, what sentiment we want to share, which are our weaknesses and strengths and what can we do regarding social responsibility;
- Presentation of the results of the working groups.

How to be an executive Board Member

- Presentation about what it is to be an officer in ELSA and what responsibilities this entails;
- Roundtable discussion.

STEP Statistics

- Presentation of the STEP statistics of the 2019/2020 term;
- Discussion about some current topics, namely about how do we remunerate remote trainees, and the number of legal skills.

STEP Year & One Year Operation Plan

- Presentation and analysis of the One Year Operation Plan of the International Board of ELSA;
- Presentation of the STEP Year;

INTERNATIONAL INTERNAL MEETING REPORTS

- Presentation of the national and local One Year Operation Plans;

The STEP Research Project

- Presentation from the VP STEP (FB) and the VP AA International Board of ELSA (MR) about the STEP Research Project and the progress so far;
- Division into working groups in order to discuss the matters of possible publication, advocacy, and revision of the report;
- Presentation of the working groups ideas.

Professional Development – Joint with AA/MCC

- Presentation from the VP STEP (FB), the VP AA (MR) and the VP MCC of the International Board (LB) about Professional Development in general and Career Launch.

Reception

- Presentation about reception and about some current problems, namely no harmony and cohesion and no financial backing;
- Division in working groups for discussion about online reception;
- Discussion about general questions for reception *inter alia* How the trainees' selection is being conducted and what happens with cancelled traineeships.

Digital Traineeships

- Presentation about digital traineeships and the network's status towards COVID19;
- Division into working groups in order to discuss about online traineeships;
- Feedback about the working groups results.

STEP Finance

- Presentation from the VP STEP (FB) and the Treasurer of the International Board (CP) about STEP Finance, STEP Partners and the STEP Budget for 2020/2021;
- Division into working groups to discuss about STEP Finance.

Q & A

- Concluding results and feedback;
- General questions from all the STEP Workshops conducted;
- Discussion about the upcoming ICM.

PROPOSALS

THE INTERNATIONAL BOARD

No. 1: Standing Orders amendment concerning “Members and Observers”

The International Board of ELSA is proposing the following to the International Council:

Members and Observers

Article 3 – Application

[...]

3.1 Submission

Any application for Observer status, Membership or Direct Membership shall be submitted to the International Board at least ~~35~~ 28 days prior to the opening of the regular International Council Meeting where a decision on the application is to be made.

3.2 Reminder

The International Board shall send a reminder to all Observers at least ~~50~~ 42 days prior to the opening of the regular International Council Meeting where each Observer has the possibility to apply for a Membership.

Comments:

There is no objective reason why the reminder should go out 50 days before the opening of the ICM. From an administrative point of view, it makes more sense to send the reminder with the Summoning of the ICM 42 days prior. Similarly, there is no objective reason for the deadline to be 35 days before the opening of the ICM rather than 28 days before like host applications or proposals amending the Standing Orders or the Decision Book.

No. 2: Standing Orders amendment concerning “Members and Observers”

The International Board of ELSA is proposing the following to the International Council:

Members and Observers

Article 3 – Application

[...]

3.7 Recommendation by the International Board

The International Board shall justifiably recommend to the International Council whether to accept or decline an application for Observer status, Membership or Direct Membership. The International Board shall ~~consider the compliance of the applicant’s statutes and standing orders with the Statutes and Standing Orders of ELSA;~~

- a. Consider the compliance of the applicant’s statutes and standing orders with the Statutes and Standing Orders of ELSA;
- b. Assess whether the application submitted is in accordance with the application criteria set out in these Statutes and Standing Orders;
- c. Evaluate the organisation of the applicant, including its human resources structure and overall stability;
- d. Comment on the communication of the applicant with the International Board throughout the application period.

Comments:

In order to achieve quality management, the Council must be able to make an informed decision on whether an applicant is ready to receive Observer status or Membership of the Association. If the International Board, who is mostly in contact with these applicants, trying to support them, cannot comment on the structure of the group or their strengths and weaknesses, the Council will not get a clear picture of the situation.

THE INTERNATIONAL BOARD

No. 3: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 4 - Organisation

[...]

4.4 Election of the Host

The International Council shall elect a host for the International Council Meeting responsible for the practical organisation. The International Board shall justifiably recommend to the International Council whether to accept or decline an application for the International Council Meeting Host. The election of an International Council Meeting host shall be taken by means of an absolute majority of votes of the Member National ELSA Groups represented and able to vote. No decision can be taken upon the application earlier than 20 months before the International Council Meeting the ELSA group has applied to host. If there is no host elected by the International Council two International Council Meetings prior to the respective International Council Meeting, the International Board shall issue a call for hosts via the mailing lists. After examining the applications received, the International Board shall appoint a host. If no host is ~~elected~~ appointed six months prior to the latest possible date of the opening of the International Council Meeting, the International Board is responsible for organising the meeting. At such a meeting, the respective International Council Meeting Decision Book regulations do not apply.

Comments:

Linguistic correction. As indicated prior the prior sentence, the International Board would not elect, but appoint a host after examining the applications.

No. 4: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 4 – Organisation

[...]

4.2 Dates

The first International Council Meeting of the term shall begin on a Wednesday and end on the following Sunday. The second International Council Meeting of the term shall begin on a Sunday and end on the following Sunday. The first International Council Meeting of the term shall start no earlier than the second Wednesday of October and shall finish no later than the third Sunday of November. The second International Council Meeting of the term shall start no earlier than the third Sunday of March and shall finish no later than the last Sunday of April. The second International Council Meeting of the term shall start no earlier than 140 days from the last official day of the first International Council Meeting of the term. The International Board, in cooperation with the ~~elected host~~ Organising Committee of the International Council Meeting, is responsible for choosing the specific dates and for organising the International Council Meeting. The International Board may derogate from these regulations if the International Council Meeting takes place online.

[...]

4.4 Election of the Host

The International Council shall elect a host for the International Council Meeting responsible for the practical organisation. The International Board of ELSA shall justifiably recommend to the International Council whether to accept or decline an application ~~to host an~~ for the International Council Meeting ~~Host~~. The election of an International Council Meeting ~~Host~~ shall be taken by means of an absolute majority of votes of the Member National ELSA Groups represented and able to vote. No decision can be taken upon the application earlier than 20 months before the International Council Meeting the ELSA group has applied to host. If there is no host elected by the International Council two International Council Meetings prior to the respective International Council Meeting, the International Board of ELSA shall issue a call for hosts via the mailing lists. After examining the applications received, the International Board shall appoint a host. If no host is elected six months prior to the latest possible date of the opening of the International Council Meeting, the International Board of ELSA is responsible for organising the meeting. At such a meeting, the respective International Council Meeting Decision Book regulations do not apply.

4.5 Call

The International Board of ELSA is responsible for announcing the call for the upcoming International Council Meeting hosts. This call shall be made 60 days before the opening of the International Council Meeting where the elections will take place. A decision for the host will be made, along with the annexed agreement drafted by the International Board of ELSA as a binding

 THE INTERNATIONAL BOARD

offer to be signed by any applicant before the International Council votes upon the host and to come in force towards only the elected host.

4.6 Hosting Agreement

This hosting agreement shall include the terms to be agreed upon and ask for information to be filled in by the applicant regarding, but not limited to:

- a. The dates of the International Council Meeting to be hosted;
- b. The venue and logistics;
- c. The financial implications;
- d. The responsibilities of both parties, namely of the International Board of ELSA and the ~~host~~ Organising Committee;
- e. Quality standards for the International Council Meeting;
- f. The discharge of the ~~host~~ Organising Committee.

4.7 Negotiability

The signed hosting agreement is negotiable between the parties prior to the opening of the respective International Council Meeting ~~which the host organises~~.

4.8 Application

The application to host an International Council Meeting shall be sent to the Secretary General of the International Board no later than 28 days before the opening of the International Council Meeting where a vote on the application in question is scheduled to take place. It shall include:

- a. the signed hosting agreement,
- b. a draft budget,
- c. a draft programme,
- d. information about the logistics,
- e. a motivation letter,
- f. the proposed structure of the Organising Committee,
- g. the proposed Head of the Organising Committee,
- ~~f-h.~~ any other relevant materials.

[...]

4.10 Financial Control

The ~~International Council Meeting host~~ Treasurer of the International Board of ELSA shall have two meetings, physically or electronically, with the ~~Treasurer of the International Board~~ Organising Committee of the International Council Meeting eight months and three months before the start of the event to help the ~~Organising Committee~~ with the event's budget and provide advice on the creation of the financial report. ~~Every International Council Meeting host~~ The International Board of ELSA shall distribute the financial report submitted by the Organising Committee, listing all income and expenses of the meeting, to the Members and Observers of ELSA ~~shall submit a financial report to the International Board within six weeks after the last official day of the International Council Meeting. The respective host shall present a report listing all the income and expenses of the meeting to the International Board of ELSA who shall then transmit it to the Members and Observers of ELSA.~~

 THE INTERNATIONAL BOARD

Article 5 – Preparations

[...]

5.4 Number of Delegates

The following rules shall apply in regards to the number of delegates:

- a. The Members and Observers of ELSA may send eight delegates to each International Council Meeting. The ~~host~~ Organising Committee of the International Council Meeting in agreement with the International Board may increase this number. The International Board may derogate from this regulation if the International Council Meeting takes place online.
- b. The International Board may send eight additional delegates, exceeding the International Board, to each International Council Meeting. The ~~host~~ Organising Committee of the International Council Meeting may increase this number in agreement with the International Board.
- c. The delegates of a Member or Observer of ELSA can only be Members from the respective National Group or its Local Groups. Should a Member or Observer not act accordingly, it will be at the International Board's discretion to sanction by decreasing the respective National Groups spots to seven spots regardless of additional spots for the next International Council Meeting.
- d. The ~~host~~ Organising Committee may distribute the remaining spots in equal proportion to the National Groups applying for extra spots.
- e. The International Board or the respective National Board of the person applying to be part of the delegation shall approve him/her as a delegate and shall bear the financial responsibilities for him/her.

Comments:

Firstly, the Standing Orders cannot regulate obligations of third parties such as an Organising Committee. Thus, article 4.10 on Financial Control required rephrasing to only include the obligation of the Treasurer of the International Board to schedule calls and of the International Board to distribute the financial report while the obligation of the OC to submit that report is already part of the Hosting Agreement which is signed by OC and includes all other obligations of the OC.

Secondly, unification of terminology with the rest of the Standing Orders and the International Council Decision Book of ELSA. Also, adding some information about the proposed structure of the Organising Committee and the proposed Head of the Organising Committee will ensure that it is clear who the contact person for any questions should be.

No. 5: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 5 – Preparations

[...]

5.3 Working Materials

The received proposals for amendments to the Statutes are to be made available to the ELSA Network at least 28 days before the opening of the International Council Meeting. They shall be made available in one collective document.

The collective Working Materials, including all the received proposals, ~~observership~~ Observer status, ~~m~~Membership and ~~d~~Direct-mMembership applications and the Activity Reports of all members of the International Board, are to be made available to the ELSA Network at least 21 days before the opening of the International Council Meeting.

Comments:

Grammatical correction and unification of terminology with the International Council Decision Book.

THE INTERNATIONAL BOARD

No. 6: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 5 – Preparations

[...]

5.4 Number of Delegates

The following rules shall apply in regards to the number of delegates:

- e. The International Board or the respective National Board of the person applying to be part of the delegation shall approve ~~him/her~~ them as a delegate and shall bear the financial responsibilities for ~~him/her~~ them.

[...]

5.6 Proxies

The following rules shall apply in regards to proxies:

[...]

- c. Only a Member can act as proxy; its delegates shall have the right to speak and vote on behalf of the proxy giver. Delegates of the latter are to be understood as the delegates stated in the letter of authorisation of the Member acting as a proxy. A Member can only hold the votes for ~~only~~ one other Member in addition to its own. A letter of authorisation cannot be used as a proxy.

[...]

- e. A proxy vote can be handed in directly or submitted by letter or email with a scanned document attached. If the proxy vote is submitted by letter, it shall state the phone number to be used to confirm its receipt. The Secretary General of the International Board has to confirm receipt of it as soon as it reaches ~~him/her~~ them.

Comments:

Grammatical correction and use of gender-neutral language.

THE INTERNATIONAL BOARD

No. 7: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 6 – General Procedure

[...]

6.4 Appointment of Plenary Chair and Vice Chair

Before the International Council Meeting, the following Officers of the International Council Meeting shall be appointed and prepared by the International Board of ELSA:

- i. a Chair, who shall ensure that the agenda of the International Council Meeting is respected and adhered to, supervise and assist the other International Council Meeting officers, invite people to address the International Council, decide when to put proposals to a vote, supervise the voting process, announce the results of the voting process, supervise the election process, bring the meeting to order and resolve any questions concerning the procedures of the International Council Meeting;
- ii. a Vice Chair, who shall assist and stand in for the Chair in ~~the event of his or her~~ their absence.

Comments:

Grammatical correction and use of gender neutral language.

THE INTERNATIONAL BOARD

No. 8: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 6 – General Procedure

[...]

6.5 Election and Role of other International Council Meeting Officers

After the announcement of the first list of votes, the following officers of the International Council Meeting shall be elected:

- a. Two to four Secretaries, who shall keep the minutes of the meeting and shall be responsible to the Secretary General of the International Board;
- ~~e~~ b. A Nominations Committee, consisted of three members who shall receive nominations for the elections and announce them to the International Council;
- ~~b~~ c. In case of a physical meeting without e-voting, tTwo to six Tellers, who shall count the votes, compare the results of the counting process and inform the Chair about the result; the Tellers may not be voting delegates.

Comments:

During the Online format of the International Council Meetings, the election of Tellers has not been necessary due to the usage of e-voting. With e-voting being implemented during physical International Council Meetings in the future as well, Tellers would no longer be needed as International Council Meeting Officers. Any outstanding logistical obligations apart from counting the votes and comparing the results, such as the distribution of microphones, could easily be handled by the Organising Committee.

No. 9: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 6 – General Procedure

[...]

6.6 Dismissal of the International Council Meeting Officers

An International Council Meeting officer may be dismissed by the International Council upon a seconded proposal by a majority of two thirds of the votes cast if the officer does not satisfactorily perform ~~his or her~~ their tasks. Abstentions shall be included in the number of votes cast.

Comments:

Grammatical correction and use of gender neutral language.

THE INTERNATIONAL BOARD

No. 10: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 6 – General Procedure

[...]

6.8 Proposals

The following rules shall apply in regards to the proposals submitted to the International Council:

- a. All proposals duly submitted to the International Council shall be presented to and be voted upon by the International Council unless withdrawn by the proposing party/parties.
- b. Proposals not duly sent to the Secretary General of the International Board are allowed to be submitted to the International Council only at the absolute discretion of the Chair or, if requested, by four fifths of the ~~present~~ Members present and eligible to vote. This excludes proposals to amend the Statutes. ~~Such proposals which can only be submitted to the International Council made or amended if a unanimous decision by all Members present and eligible to vote request approve it.~~
- c. Amendments to proposals are allowed to be submitted to the International Council by the International Board or the Members present.

Comments:

Clarification in regards to the required majority. For one, present Members could mean all Member of ELSA whether they are attending the International Council Meeting or not. Additionally, not all Members may have voting rights at an International Council Meeting.

No. 11: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 7 – Voting Procedure

7.1 General Voting Rules

The voting procedure shall be held as follows:

- a. The Chair asks the International Council for arguments in favour and against a proposal and any proposed amendments thereto.
- b. If any amendments are proposed, the Chair asks the International Council to vote on the amendments, unless the proposing parties of the original proposal accept the amendment to their proposal. With that, the proposal is immediately modified and a separate voting on the amendment is not needed. In case the proposing parties do not accept the amendment, the Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- c. The Chair asks the International Council to vote on either the original proposal or the amended proposal, depending on whether any amendment has been accepted. The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- d. If there are two or more proposals on the same issue and neither of them obtains ~~an~~ absolute the required majority in the first vote, the Chair may ask for a new vote on the one or two proposals respectively that has/have obtained the most votes.
- e. The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.
- f. All voting shall be carried out by a show of hands, apart from the ones for which a secret voting takes place, or means of electronic voting.
- g. When voting, the Members shall be allowed to split their three votes.

Comments:

Clarification since most proposals require a simple majority and it does not make sense to require an absolute majority just because there is more than one proposal on the same issue.

THE INTERNATIONAL BOARD

No. 12: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 7 – Voting Procedure

[...]

7.2 Secret Voting Rules

The voting shall be carried out by a written and secret vote with ballot sheets or means of electronic voting, when they are related to:

- a. the election of the International Board, the Internal Auditors and Internal Vice Auditor, and the International Council Guests,
- b. the election of the hosts for an International Council Meeting,
- c. any applications for ~~observership~~ Observer status, ~~m~~Membership and ~~d~~Direct mMembership,
- d. the demotion and expulsion of a Member or Observer of ELSA,
- e. the relief of responsibility of the International Board, and
- f. any other case for which a Member asks a secret voting to take place.

Comments:

Grammatical correction and unification of terminology with the International Council Decision Book.

No. 13: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 7 – Voting Procedure

[...]

7.4 Procedure for Excessive Number of the Nominated International Council Meeting Officers

In case the number of International Council Meeting Officers nominated for the same position exceeds the number of available spots, the following election procedure shall apply:

- a. Each Member may cast a number of votes corresponding to the number of available spots;
- b. A separate vote shall be held for each category of officers.
- ~~b.c. If the voting is carried out secretly and the procedure is not followed, the ballot sheet shall be considered invalid and the voting procedure shall not be repeated; If a secret vote is requested by a Member, the procedure outlined in articles 7.2 and 7.3 shall be followed.~~
- ~~c.d. If, after the first voting, there is a tie between any of the elected Nominated International Council Meeting Officers do not meet the minimum number required, a second voting shall be held for the Nominated International Council Meeting Officers that received the highest number of votes in favour. The number of Nominated International Council Meeting Officers for election shall be equal to the number of remaining available spots; them.~~
- ~~d.e. The second voting shall follow the procedure set under Article 7.4.a;~~
- ~~e. If, after the second voting, International Council Meeting Officers corresponding to the required minimum number of such Officers are not elected, the Chair shall either:~~
 - ~~i. Ask for new nominations and proceed to the voting on the new Nominated International Council Meeting Officers, if any;~~
 - ~~ii. Postpone the election to the next plenary session, if any.~~
- ~~f. If, after the second voting, International Council Meeting Officers corresponding to the required minimum number of such Officers are not elected, the Chair shall ask for new nominations and proceed to the voting on the new Nominated International Council Meeting Officers. The voting shall follow the procedure set under Article 7.4.a;~~
- ~~g. The procedure set under this Article shall be followed until the required minimum number of the International Council Meeting Officers are elected. The Chair may postpone the election of International Council Meeting Officers for the remaining available spots to the next plenary session, if any.~~
- f. If there is an insufficient number of Nominated International Council Meeting Officers, the Chair shall ask for new nominations and proceed to the voting of those, or in case of no new nominations, postpone the election until the next Plenary Session.

Comments:

Simplification of the procedure for election of International Council Meeting Officers in case there is an excessive number of nominees. The previously developed election procedure was confusing and not clear. The new one proposed captures a much more logical and time-saving method of

THE INTERNATIONAL BOARD

election, which is expressed in a more coherent and concise manner. Furthermore, the reality of insufficient nominees is also envisaged for regulation – an element previously neglected in the Standing Orders.

 THE INTERNATIONAL BOARD

No. 14: Standing Orders amendment concerning “The International Council”

The International Board of ELSA is proposing the following to the International Council:

The International Council

Article 6 – General Procedure

6.1 Opening and Closing

The President of the International Board shall open and close the International Council Meeting. The President announces ~~the International Council Guests and~~ any other guests present in the opening plenary session.

[...]

Article 7 – Voting Procedure

[...]

7.2 Secret Voting Rules

The voting shall be carried out by a written and secret vote with ballot sheets or means of electronic voting, when they are related to:

- a. the election of the International Board, the Internal Auditors and Internal Vice Auditor; ~~and the International Council Guests,~~
- b. the election of the hosts for an International Council Meeting,
- c. any applications for observership, membership and direct membership,
- d. the demotion and expulsion of a Member or Observer of ELSA,
- e. the relief of responsibility of the International Board, and
- f. any other case for which a Member asks a secret voting to take place.

[...]

Article 8 – Guests

8.1 International Council Guests

~~At each International Council Meeting, the International Council may elect a maximum of three individuals as International Council Guests for the next International Council Meeting according to the electoral procedure of the International Board, however without the need to provide an action plan, a presentation and answers to any questions of the International Council.~~

8.21. Other Guests

The International Board may invite guests to attend the International Council Meetings.

THE INTERNATIONAL BOARD

Comments:

Due to the already massive financial requirements of the Organising Committees of the International Council Meetings, the obligation to cover the participation fee of three International Council Meeting Guests is not financially viable. The possibility to invite guests to an International Council Meeting and to cover their participation fees could be given to the Organising Committee by including it as an option in the hosting agreement but leaving it fully at the discretion of the OC.

THE INTERNATIONAL BOARD

No. 15: Standing Orders amendment concerning “The International Board”

The International Board of ELSA is proposing the following to the International Council:

The International Board

Article 9 – Composition

The following rules shall apply in regards to the composition of the International Board:

- a. The International Board consists of eight positions, namely:
 - i. The President,
 - ii. The Secretary General,
 - iii. The Treasurer,
 - iv. The Vice President in charge of Marketing,
 - v. The Vice President in charge of Academic Activities,
 - vi. The Vice President in charge of Moot Court Competitions,
 - vii. The Vice President in charge of Seminars and Conferences, and
 - viii. The Vice President in charge of the Student Trainee Exchange Programme.
- b. The members of the International Board and their deputy officers shall not hold any other elected or appointed position either in National or Local Groups while in office, unless holding such a position is explicitly required by the Statutes, these Standing Orders or the Decision Book of ELSA in connection to the role as member of the International Board or position held. Those individuals from the International Board of ELSA forming the Board of Directors of the ELSA Development Foundation shall be except from this restriction in connection to their role as directors for the ELSA Development Foundation.
- c. There may not be more than two people with a substantial connection to the same Member in the International Board regardless of their status as elected board members or deputy officers.

Comment:

It is common practice that the President, Secretary General and Treasurer of the International Board are also a part of the Board of Directors for the ELSA Development Foundation. The amendment is designed to reflect this exception.

 THE INTERNATIONAL BOARD

No. 16: Standing Orders amendment concerning “The International Board”

The International Board of ELSA is proposing the following to the International Council:

The International Board

Article 9 – Composition

[...]

9.3 Rules for Vacancies

The following rules shall apply in case there is one or more vacant positions ~~in~~ on the International Board:

- a. The other members of the International Board in question are jointly responsible for the activities of the vacant position.
- b. Whenever there is a vacant position ~~in~~ on the International Board prior to an International Council Meeting, elections for the vacant position must take place during that International Council Meeting.
- c. If a member of the International Board resigns during an International Council Meeting, an election to fill the vacant position must take place at that same International Council Meeting.
- d. The International Board may appoint a deputy officer to hold a vacant board position until the elections for that position take place or the term of the International Board in question expires. The deputy officer shall be referred to by the name of the vacant board position prefixed by the word “Deputy”.
- e. The appointment procedure of a deputy officer is ~~in~~ at the discretion of the International Board. The deputy officer will not become a member of the International Board until elected at the following International Council Meeting.
- f. A candidate refused by the International Council for a position in the International Board shall not be appointed as a deputy officer for that respective position in the same term of office.

Comments:

Grammatical corrections. Furthermore, the election of a deputy officer at the International Council Meeting results in them officially becoming part of the International Board which was not clear from subsection e.

THE INTERNATIONAL BOARD

No. 17: Standing Orders amendment concerning “The International Board”

The International Board of ELSA is proposing the following to the International Council:

The International Board

Article 9 – Composition

[...]

9.3 Rules for Vacancies

The following rules shall apply in case there is one or more vacant positions in the International Board:

- a. The other members of the International Board in question are jointly responsible for the activities of the vacant position.
- b. Whenever there is a vacant position in the International Board prior to an International Council Meeting, elections for the vacant position must take place during that International Council Meeting.
- ~~c. If a member of the International Board resigns during an International Council Meeting, an election to fill the vacant position must take place at that same International Council Meeting.~~
- ~~d.~~ The International Board may appoint a deputy officer to hold a vacant board position until the elections for that position take place or the term of the International Board in question expires. The deputy officer shall be referred to by the name of the vacant board position prefixed by the word “Deputy”.
- ~~e.~~ The appointment procedure of a deputy officer is ~~in~~ the discretion of the International Board. The deputy officer will not become a member of the International Board.
- ~~f.~~ A candidate refused by the International Council for a position in the International Board shall not be appointed as a deputy officer for that respective position in the same term of office.

Comments:

If a member of the International Board resigns during an International Council Meeting, it is not reasonable to expect a position of such high responsibility to be filled during the same International Council Meeting. For this reason, a Deputy should be appointed as soon as possible in accordance with the procedure if a member of the International Board resigns at any other point of the term.

THE INTERNATIONAL BOARD

No. 18: Standing Orders amendment concerning “The International Board”

The International Board of ELSA is proposing the following to the International Council:

The International Board

Article 11 – Nominations and Elections

[...]

11.2 Personal Presentations

The nominees must prepare ~~a personal presentation~~ candidacy materials to be distributed electronically to the Members before midnight on the day before the final plenary session. ~~This presentation~~ These materials must include a statement of motivation, the nominee’s personal curriculum vitae, an ELSA curriculum vitae and ~~programme of action~~ an action plan.

Comments:

The expressions “personal presentation” and “programme of action” are substituted with terms that are commonly used in the ELSA Network. We also added the statement of motivation since it is an established practice to share a motivational letter in the candidacy materials.

 THE INTERNATIONAL BOARD

No. 19: Standing Orders amendment concerning “The International Board”

The International Board of ELSA is proposing the following to the International Council:

The International Board

Article 11 – Nominations and Elections

[...]

11.3 Election Procedure

The following rules shall apply in regards to the election procedure of the International Board:

- a. The elections start with the reading out by the Nominations Committee of all nominations duly received.
- b. Each nominee shall be granted five minutes for a short presentation before the International Council.
- c. After each presentation, the International Council shall be granted 10 minutes to ask the nominee questions. During the presentation and hearing, no person shall leave the meeting room.
- d. The nominees standing for the same position must leave the meeting room during the presentation and hearing of their fellow nominees.
- e. After the presentation and hearing of all nominees, the delegates of the National Groups shall be given considerable time to discuss how to vote.
- f. A nominee shall be elected to the International Board if they obtain an absolute majority of the votes cast.
- g. If, after the first election for a position on the International Board, no nominee obtains an absolute majority of the votes cast and there is more than one nominee, another election shall be held for which only the two nominees who obtained the most votes in the first election shall be eligible.
- h. If, in the second election, no nominee obtains an absolute majority of the votes cast, a third election shall be held for which only the nominee who obtained the most votes in the second election shall be eligible.
- i. If, after the first or second election, there is a tie between any of the nominees who are to be considered eligible for a next election, the voting shall be repeated with these nominees and any nominee who has obtained more votes, if any.
- ii. If, after the election for a position on the International Board, no nominee obtains an absolute majority of the votes cast because the nominees received an equal amount of votes, another voting shall be held. Before the voting, the International Council shall be granted 10 minutes to ask the nominee questions following which the delegates of the National Groups shall be given considerable time to discuss how to vote.

Comments:

An article is added to regulate the possibility of a tie between nominees.

THE INTERNATIONAL BOARD

No. 20: Standing Orders amendment concerning “Amendments”

The International Board of ELSA is proposing the following to the International Council:

Amendments

Article 16 – Validity and Effect

Any amendment to these Standing Orders can only be made by the International Council if supported by a two-thirds majority of the votes cast and the proposal has been made available in accordance with article 5.2 and 5.3 or following the procedure in article 6.8.b. If approved, they come into force as soon as the updated Standing Orders are made available to the ELSA Network, unless the International Council decides otherwise. The updated version of the Standing Orders shall be made available to the ELSA Network no later than 60 days after the official last day of the International Council Meeting.

Comments:

Unification of terminology with the rest of the Standing Orders of ELSA.

THE INTERNATIONAL BOARD

No. 21: International Council Meeting Decision Book amendment concerning the External Relations chapter of the Board Management, External Relations and Expansion (BEE) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. EXTERNAL RELATIONS

Article 2. Procedures

2.1 The International Board of ELSA shall coordinate all contacts with international corporate and institutional contacts.

2.2 The procedure for contacting an international contact shall be the following:

- a. Before contacting an international corporate or institutional contact, the requesting National Group shall request permission of the International Board of ELSA by submitting the Contact Approval Form. The Contact Approval Form shall include the name of the Officer applying, the name of the National Group, the location, the website URL, and information regarding the nature and content of the contact.
- b. If the international corporate or institutional contact is situated in a European State where there is a National Group present, the permission of the National Group shall also be requested.
- c. ~~ELSA International~~ The International Board of ELSA and, if applicable, the respective National Group, shall respond within seven days from receiving the Contact Approval Form, and state a concrete reason for the refusal if the contact is not approved.
- d. The requesting National Group may contact the international corporate or institutional contact once the permission is granted, the deadline for approval has expired, or no concrete reason for refusal has been given.

2.3 The procedure for contacting a national contact shall be the following:

- a. Before contacting a national corporate or institutional contact or local branch of an international institution, ~~ELSA International~~ the International Board of ELSA or the requesting National Group shall request permission via email from the respective National Group. This request shall include the location, the website URL, and information regarding the nature and content of the contact.
- b. The National Group shall respond within seven days from receiving the email and state a concrete reason for the refusal if the contact is not approved.
- c. The requesting National Group or ~~ELSA International~~ the International Board of ELSA may contact the national corporate or institutional contact once the permission is granted, the deadline has expired, or no concrete reason for refusal has been given.
- d. National Groups and ~~ELSA International~~ the International Board of ELSA may contact directly national corporate or institutional contacts situated in a European State where there is no ELSA Group present.

2.4 The procedure for contacting for project or event sponsorships, or donations, shall be the following:

THE INTERNATIONAL BOARD

- a. Before contacting a corporate or institutional contact, the Organising Committee of a project or event that is organised or co-organised by ELSA International (e.g. the International Council Meetings, the EHRMCC, and the JHJMCC) shall request permission from the International Board of ELSA and any respective National Group.
- b. The procedure does not apply to contacts with service providers being active only locally or within one country.

2.5 The reporting procedure shall be the following:

- a. Upon contacting an international corporate or institutional contact, the requesting National Group shall submit within two months from receiving the permission to contact the Contact Evaluation Form, stating the outcome of the contact.
- b. Upon contacting a national corporate or institutional contact, ~~ELSA International~~ International Board of ELSA or the requesting National Group shall send within two months from receiving the permission to contact an email to the respective National Group, stating the outcome of the contact.

2.6 The above procedures do not apply to contacting corporate or institutional contacts in order to obtain materials or products intended for promotion free of charge.

Comments:

Firstly, the above recommendation contains grammatical corrections based on the use of appropriate terminology.

The content changes refer to the introduction of exceptions to the presented rules of the contact procedure. The exclusion of national and local service providers or the process of obtaining free promotional materials from it is aimed at improving the procedure and avoiding unnecessary formalism.

 THE INTERNATIONAL BOARD

No. 22: International Council Meeting Decision Book amendment concerning the Responsibilities chapter of the Internal Management (IM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. RESPONSIBILITIES

Article 1. Responsibilities

1.1 The International Board of ELSA shall:

[...]

- e. Open the first call for submission of Local Group Reports no later than the 1st of August and close the call before the 1st of September, and open the second call no later than the 1st of February and close the call before the 1st of March. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board of ELSA to accept the Local Group Report of a National Group properly filled until the opening of the International Council Meeting. The call shall inquire regarding at least:
 - i. The name of each Local Group;
 - ii. The faculty/faculties in which each Local Group is based and covers;
 - ~~iii. The postal address of each Local Group;~~
 - ~~iv. The e-mail address of each Local Group;~~
 - ~~v. The status of each Local Group as member or observer of the National Group;~~
 - ~~vi. The date in which the Local Group acquired membership, if this happened during the last two years.~~

Comments:

This proposal is connected to Proposal No X. We only require data from Local Groups to distribute Synergy. As it is proposed to go digital with Synergy, we no longer require this information.

THE INTERNATIONAL BOARD

No. 23: International Council Meeting Decision Book amendment concerning the International Council Meetings chapter of the Internal Management (IM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS

Article 2. Participation Fees

[...]

~~2.4 The participation fee for each International Council Meeting for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee of the International Council Meeting.~~

Comments:

Due to the already massive financial requirements of the Organising Committees of the International Council Meetings, the obligation to cover the participation fee of three International Council Meeting Guests is not financially viable. The possibility to invite guests to an International Council Meeting and to cover their participation fees could be given to the Organising Committee by including it as an option in the hosting agreement but leaving it fully at the discretion of the OC.

THE INTERNATIONAL BOARD

No. 24: International Council Meeting Decision Book amendment concerning the International Council Meetings chapter of the Internal Management (IM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS

Article 5. Annual Report and the Relief of Responsibility

[...]

5.3 The Treasurer of the International Board of ELSA shall attend the International Council Meeting following their term in office and present a report to the International Council about their term in office.

Comments:

Grammatical correction.

THE INTERNATIONAL BOARD

No. 25: International Council Meeting Decision Book amendment concerning the International Annual Meetings chapter of the Internal Management (IM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 5. INTERNATIONAL ANNUAL MEETINGS

Article 2. Timeframe

[...]

2.2 The International Strategy Meeting shall take place annually from Wednesday to the following Sunday starting no earlier than the third Wednesday of January and ending no later than the third Sunday of February.

Comments:

Grammatical clarification.

THE INTERNATIONAL BOARD

No. 26: International Council Meeting Decision Book amendment concerning the ELSA Training chapter of the Internal Management (IM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 7. ELSA TRAINING

Article 2. International Trainers' Pool

[...]

2.5 In order to request an International Trainers' Pool Trainer, the organising ELSA Group shall fill in the ITP Training Request at least three (3) weeks prior to the proposed date of the training. It is at the discretion of the Secretary General of the International Board or their substitute to accept requests received on a shorter notice.

Comments:

Trainers have continuously requested to receive requests earlier since preparing training sessions is extremely time consuming.

THE INTERNATIONAL BOARD

No. 27: International Council Meeting Decision Book amendment concerning the Payment Agreements chapter of the Financial Management (FM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. PAYMENT AGREEMENTS

Article 2. Responsibilities

2.1 The Treasurer of the International Board of ELSA shall

- a. Evaluate the financial situation of each National Group;
- b. Propose new Payment Agreements for countries with debts to the ELSA International and non-liquidity situations;
- a.c. Revise the current Payment Agreements before each International Council Meeting.

2.2 National Groups shall:

- a. Provide the Treasurer of the International Board of ELSA with proof of all the documents needed to prove their financial difficulties preventing the fulfilment of the obligations under the Payment Agreement. The required documents include:
 - i. The budget of the current financial year;
 - ii. The most recent financial report;
 - iii. The most recent bank statements.

[...]

Comments:

The National Groups must provide every information to the International Board, especially concerning financial problems. At the same time, the International Board shall provide support and help in evaluating and negotiating every payment agreement that will help them to overcome their financial difficulties.

No. 28: International Council Meeting Decision Book amendment concerning the Damages caused to ELSA chapter of the Financial Management (FM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. ~~DAMAGES~~ DAMAGES CAUSED TO ELSA

[...]

Comments:

Grammatical correction.

THE INTERNATIONAL BOARD

No. 29: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation chapter of the Financial Management (FM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 8. THE ELSA DEVELOPMENT FOUNDATION

Article 2. The ELSA Development Foundation Report

[...]

2.3 If the National Group does not inform the Treasurer of the International Board of ELSA by the deadline, the International Board of ELSA shall invoice the National Group ~~the maximum amount possible, i.e. €3,000. The National Group may rectify the amount by filling in the ELSA Development Foundation Report by the end of the term~~ double the amount of the previous term.

Comments:

Avoiding the danger of insolvency of some national groups and implementing a definitive and proportional penalty.

THE INTERNATIONAL BOARD

No. 30: International Council Meeting Decision Book amendment concerning the ELSA Development Foundation chapter of the Financial Management (FM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 8. THE ELSA DEVELOPMENT FOUNDATION

Article 4. Payment Procedure

4.1 Crediting Procedure

- a. ~~The grant however does not expire before that one week has passed from the notice from the EDF chairman mentioned in paragraph iii.~~

Comments:

As decided in ICM Online, this should not be regulated in the Decision Book as it belongs into the Standing Orders of EDF which must be created as soon as possible.

THE INTERNATIONAL BOARD

No. 31: International Council Meeting Decision Book amendment concerning the International Council Meetings section of the Financial Management (FM) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 10. FINANCIAL STRATEGY**Article 9. National Group's Financial Strategy**

9.1. The National Groups of ELSA should implement a Financial Strategy as a Financial Management tool adopted by the National Council Meetings complementary to their Strategic Plan.

9.2. The National Groups' Financial Strategy shall include the implementation procedure, the focus and the execution following the regulations set out in chapter 10 article 2 to 8

9.3. The goals for Fundraising Execution and Expenditure Execution are at the discretion of each National Group's financial situation.

Comments:

The National Groups shall complement their strategic plans and work on their long-term financial strategy.

No. 32: International Council Meeting Decision Book amendment concerning the Responsibilities chapter of the Marketing (MKT) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. RESPONSIBILITIES**Article 1 – General**

[...]

1.2 National Groups shall:

- a. Ensure the protection of the ELSA brand and the positive image of the association on National and Local levels;
- b. Promote projects organised by ELSA International following the provided guidance;
- c. Use the Share templates and project marketing kits provided by ELSA International and share them ~~to~~ with Local Groups;
- d. Ensure that the uniformity rules are known to and implemented by Local Groups.

Comments:

ELSA International shares branding elements for the Flagship Projects. It is of utmost importance that projects organised by ELSA International are promoted in a unified way across the ELSA Network. With this proposal, National Groups are obliged to use the marketing templates which were created for the promotion of these projects.

Uniformity is one of the most important elements when it comes to Corporate and Brand Identity. However, the Corporate Identity breaches are increasing within the ELSA Network. In order to ensure the minimisation of the Corporate Identity breaches on the local level, action shall be taken by National Groups. Therefore, it is suggestible that calls and trainings are to be organised regularly, so that the Local Groups are familiar with the branding rules and Corporate Identity of ELSA.

THE INTERNATIONAL BOARD

No. 33: International Council Meeting Decision Book amendment concerning the Uniformity chapter of the Marketing (MKT) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. UNIFORMITY

Article 2. Social Media

[...]

2.3 The name of a project's social media profile shall feature the full or abbreviated name of the project.

- a. The name for social media profiles for ELSA Law Schools shall follow following format: "SELS/WELS (~~N~~name of ~~E~~country or city) on (~~F~~topic)

~~i. SELS Izmir on International Law~~

- b. The name for social media profiles for ELSA Webinars Academy shall follow following format: "EWA (name of country or city) on (topic)

Comments:

As a result of many EWA organisers opening separate social media pages for their projects, we felt the need to regulate the way in which such profiles are named so as to ensure clarity and cohesion throughout the Network.

THE INTERNATIONAL BOARD

No. 34: International Council Meeting Decision Book amendment concerning the Uniformity chapter of the Marketing (MKT) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. UNIFORMITY**Article 3 – Promotion**

[...]

3.1. ELSA International shall:

- a. Coordinate, manage and supervise the promotion and branding strategies of the Flagship Projects;
- b. Set timelines for the Flagship Projects' promotion and notify National Groups shortly thereof at the beginning of the term;
- c. Send out a marketing kit for the Flagship Projects including a social media template and usage guidelines;
- d. Respond to requests for the use of the Flagship Projects' brand identity elements outside the promotion strategy in a timely manner and state a concrete reason for the refusal. ~~if the refusal if the requests. is are not approved.~~

~~3.2. National Groups shall seek the approval of the Vice President in charge of Marketing of ELSA by submitting a written request with example materials together with a brief explanation about the use when they wish to use Flagship Projects' brand identity elements, outside the promotion strategy, including in similar projects.~~

3.2. If National Groups wish to use additional promotional materials not contained in the Flagship Projects' brand identity elements provided by ELSA International, they shall submit a written request and the relevant materials to the Vice President in charge of Marketing of the International Board of ELSA.

Comments:

Firstly some grammatical corrections are necessary for 3.1 to make sense. Secondly, 3.2 is re-written in a clearer way.

THE INTERNATIONAL BOARD

No. 35: International Council Meeting Decision Book amendment concerning the Synergy chapter of the Marketing (MKT) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. SYNERGY**Article 1 – General**

[...]

1.2 Synergy shall be published, ~~printed and distributed as a hardcopy~~ digitally twice a year. The first annual edition shall be published digitally and distributed the earliest in November and the latest in December. The second annual edition shall be published digitally and distributed the earliest in April and the latest in May.

[...]

Article 2 – Distribution

~~2.1 The International Board of ELSA shall distribute copies of Synergy to National and Local Groups.~~

~~2.2 The International Board of ELSA and National Groups shall keep the distribution costs at a minimum.~~

~~2.3 National Groups shall ensure that the Local Group Report is up to date with the delivery addresses of both their National and Local Groups. Failing to do so, National Groups and their Local Groups shall not be entitled to receive the copies of Synergy.~~

~~2.4 National Groups shall bear the estimated reimbursement costs for the undelivered packages of Synergy in case the shipping company is unable to deliver the package to the delivery address as specified in the Local Group Report due to a mistake attributable to the National Group or its Local Groups.~~

~~2.5 National and Local Groups may request between five and 20 copies of Synergy by submitting the Local Group Report in which they may also request for additional copies. Failing to do so, the International Board of ELSA shall send five copies to the National and/or Local Group.~~

~~2.6 The International Board of ELSA shall only distribute Synergy to National Groups that have settled their financial obligations towards ELSA by the International Council Meeting preceding the printing of Synergy.~~

~~2.7 National Groups shall cover the printing and distribution costs of additional copies of Synergy requested by the National Group or its Local Groups.~~

THE INTERNATIONAL BOARD

Comments:

Many discussions have been conducted during the International Council Meetings regarding the difficulties Synergy faces. After the Working Group discussions during the X SAM Online and the discussions with the Council of Europe, we decided to proceed with the full digitisation of the Synergy Magazine.

In ELSA we are known as being frontrunners of (legal) innovation & sustainable leadership; Every innovator should understand the importance of moving towards eco-friendly business models. By making our magazine digital, we play our part in the fight against paper-waste and deforestation actively demonstrating our environmental consciousness and avidity for wastefulness reduction & sustainability.

Digitisation of Synergy will help us overcome geographical barriers as well as expand on new digital platforms. Moreover, this development is highly likely to have a positive impact on ELSA's image towards externals, since it will convey a socially responsible profile of an Organisation, which responds to crises with empathy and respect, and knows how to adapt and embrace new challenges.

It is a fact that ELSA will be disencumbered from the expenses and logistics associated with printing, shipping and possible returns of copies, as was the case for the 67th Edition. These funds are crucial for the development of the Association and they could be distributed more wisely in order to strengthen other components of our Marketing strategy.

The digital version allows for more dynamic and interactive content such as videos, active links to other ELSA resources and therefore more effective promotion of our projects.

Digitisation is conducive to one of Synergy team's latest endeavours; make Synergy a fundraising tool by including more ads. The digital Synergy will allow us to get a more comprehensive understanding of our readers, since digital publishing software provides the opportunity to track reader engagement and to provide insights and analytics, which comes hand in hand with a more holistic and informed approach.

No 36: International Council Meeting Decision Book amendment concerning the Legal Writing chapter of the Academic Activities (AA) and Moot Court Competitions (MCC) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 3. ACADEMIC COMPETITIONS**Article 2. ELSA Negotiation Competition**

[...]

2.7 ELSA International shall:

- a. Coordinate and control the quality of the ELSA Negotiation Competitions organised by National Groups;
- b. Collect and compile the information submitted by National Groups on the ELSA Negotiation Competition website and publish that information at least one week before the date indicated in the Specification Form as the beginning of the application period for the National Round;
- c. Provide support to organisers of the ELSA Negotiation Competition upon submitting the ENC specification Form (i.e. a coach from ELSA International and access to ENC materials);
- d. Provide joint promotion of the ELSA Negotiation Competition;
- e. Create, annually revise and update tools facilitating the organisational process of the ELSA Negotiation Competition;
- f. Organise the European Final Round of the ELSA Negotiation Competition;
- g. Publish the date and venue of the European Final Round no later than the opening of the first International Council Meeting of the term the year prior to the European Final Round;
- h. Publish the final report of the ELSA Negotiation Competition no later than one month after the last day of the European Final Round. The final report must include a description of the competition, an overview of participating teams, judges, scores and concluding remarks.

2.8 National Groups shall:

- a. Submit the ELSA Negotiation Competition Specification Form at least 45 days ~~three months~~ before the starting date of the respective ELSA Negotiation Competition;
- b. Organise, if applicable, a National Round of the ELSA Negotiation Competition to select teams for the European Final Round;
- c. Submit, if applicable, their teams(s) for the European Final Round no later than two months prior to the first day of the European Final Round;
- d. Promote the ELSA Negotiation Competition as a priority before other negotiation competitions outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group.
- e. Promote the ELSA Negotiation Competition by using the official logo, branding and promotional materials provided by ELSA International.

THE INTERNATIONAL BOARD

Comments:

Chapter 3, article 2 amends regulation of the ELSA Negotiation Competition that was introduced on the 77th ICM Online. The harmonisation process of the ELSA Negotiation Competition began in 2014/2015. Harmonisation process started during the 66th ICM in Bodrum and these efforts were continued and during the 67th ICM in Cluj-Napoca where the structure of the ENC that involved Local and National rounds and the European Final Round was presented. Since then, the ENC format has been regulated to some extent, a thorough ENC Package has been created as well as a case database and a coaching system.

Based on discussions on the 77th ICM Online, X KAM Online and internal discussion of the ELSA International Academic Competitions Team, ELSA International would like to firstly clarify what kind of support it provides to the National Groups. Secondly, ELSA International would like to amend the obligations of National Groups and ensure utilisation of unified ELSA Negotiation Competition promotional materials (i.e. the official ENC logo) in order to continue unification process and make sure that the ELSA Negotiation Competition, as one of its Flagship Projects, has unified and recognised branding.

THE INTERNATIONAL BOARD

No 37: International Council Meeting Decision Book amendment concerning the Legal Writing chapter of the Academic Activities and Moot Court Competitions part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. LEGAL WRITING**Article 2. International Legal Research Group**

2.1 General

- a. The International Legal Research Group is a Flagship Project of ELSA annually organised and coordinated by ELSA International.
- b. A Final Report of an International Legal Research Group is a compilation of all National Reports including at least introductions, answers to the Academic Framework, tables of legislation and bibliographies.
- c. A Concluding Report of an International Legal Research Group compares and contrasts the findings of the Final Report including at least an executive summary, an introduction, compilations of the answers to the Academic Framework and a conclusion.
- d. Once the National Coordinator and/or their National Research Team has been appointed, they shall not be replaced or removed without the explicit approval of the Vice President in charge of Academic Activities of the International Board of ELSA.

2.2 ELSA International shall:

- a. During the preparation period for the International Legal Research Group:
 - i. Establish an Academic Board for each new International Legal Research Group;
 - ii. Develop the Academic Framework, Academic Guidelines, timeline and Style Guide for the Final Report and the Concluding Report of the International Legal Research Group in collaboration with the Academic Board;
- b. During the period for the National Coordinator applications:
 - i. Coordinate the participation of National Groups in the International Legal Research Group through the appointment, instruction and management of National Coordinators;
 - ii. Open a call for such National Coordinators prior to the launch of the International Legal Research Group;
 - iii. Send the applications for the position of National Coordinator to the relevant National Groups for recommendations within five days after the call has been closed;
 - iv. Inform the applicants for the position of National Coordinator about the outcome of their application within 15 days after the call has been closed;
- c. During the period for the National Research Team applications:
 - i. Open a call for the remaining positions in the National Research Teams after the appointment of the National Coordinators;
 - ii. Send the applications for the National Research Teams to the relevant National Groups and National Coordinator within five days after the call has been closed;
- b. During the period for Concluding Report Team applications:
 - i. Open a call for the positions in the Concluding Report Team;

 THE INTERNATIONAL BOARD

- ii. Inform the applicants for the positions in the Concluding Report Team about the outcome of their application within five days after the call has been closed;
- e. During the period for the research and publication:
 - i. Inform the National Research Teams of the progress of the International Legal Research Group throughout the research period and the publication period;
 - ii. Make the research publicly available in a Final Report and a Concluding Report within a reasonable amount of time following the completion of the research;
 - iii. Ensure the editorial standard of the Final Report and the Concluding Report by cooperating with an external publisher.

2.3 National Groups shall:

- a. During the period for the National Coordinators applications:
 - i. Promote the call for National Coordinators within their National Group;
 - ii. Recommend justifiably to ELSA International whether to accept or reject an application for National Coordinator within 10 days after the call has been closed;
 - iii. Provide the appointed National Coordinator with the tools and contacts they need to fulfil their tasks and access to the external contacts of the National Group;
- b. During the period for the National Research Team applications:
 - i. Promote the call for the positions within the National Research Team within their National Group;
 - ii. Recommend justifiably to the National Coordinator whether to accept or reject an application for the National Research Team within 10 days after the call has been closed.
- c. During the period for Concluding Report Team applications:
 - i. Promote the call for the positions within the Concluding Report Team within their National Group;

2.4 National Coordinators shall:

- a. During the period for the National Research Team applications:
 - i. Promote the call for positions in the National Research Team within their National Group;
 - ii. Consider the recommendation of the National Group in the selection of the National Research Team;
 - iii. Inform the applicants to the positions on the National Research Team within 15 days after the call has been closed, but no earlier than 10 days after the call has been closed;
- b. During the period for Concluding Report Team applications:
 - i. Promote the call for the positions within the Concluding Report Team within their National Group;
- c. During the period for research and publication:
 - i. Ensure that the National Research Team complies with the timeline, Academic Framework, Academic Guidelines and Style Guide as set out by ELSA International;
 - ii. Ensure the academic and editorial standard of their ~~report~~ National Report.

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Comments:

Regulations regarding the Legal Research Groups were changed in ICM Constanta (2019). First and foremost, this proposal adds the regulation of Concluding Reports by making the production of these mandatory for ELSA International, which ensures continuity and stability of the publication, as well as high editorial standard. Concluding Reports constitute a good practice and a shorter and precise document (in comparison with Final Reports that can consist of more than 2000 pages) that can be used for advocacy purposes, which was discussed during the transition meeting with the Council of Europe and supported from their side.

Secondly, the International Board of ELSA would like to define Final Report and Concluding Report of the International Legal Research Group, application process for the Concluding Report Team and its publication.

Finally, minor changes in article 2.4.c.i and 2.4.c.ii are made to ensure linguistic uniformity of the International Council Meeting Decision Book.

THE INTERNATIONAL BOARD

No 38: International Council Meeting Decision Book amendment concerning the Legal Writing chapter of the Academic Activities and Moot Court Competitions part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 4. LEGAL WRITING

Article 4. ELSA Law Review

[...]

4.7 The ELSA Law Review shall be published in accordance with the Publication Cycle:

- a. A volume of the ELSA Law Review shall span the calendar year and shall consist of two issues.
- b. The call for submissions for the first issue shall open no later than the opening of ~~at~~ the first International Council Meeting of the term of the year preceding its publication.
- c. The call for submissions for the second issue shall open no later than the opening of ~~at~~ the second International Council Meeting of the term of the year of its publication.

Comments:

The publication cycle of the ELSA Law Review (ELR) was introduced at the 76th ICM in Constanta, Romania (2019), to ensure stability and continuity of the ELSA Law Review. The International Board of ELSA does not wish to change the publication cycle, rather, ensure its flexibility and adaptability. Therefore, the International Board of ELSA proposes to change the time of the opening of the call for submissions. For example, the call for submissions for the second issue of the ELR 2020 had to open before the ICM, since the ICM Malta was delayed.

THE INTERNATIONAL BOARD

No 39: International Council Meeting Decision Book amendment concerning the ELSA Law School chapter of the Seminars and Conferences (S&C) part

The International Board is proposing the following to the Council:

CHAPTER 3. ELSA LAW SCHOOLS**Article 2. Requirements of ELSA Law Schools**

2.1 ELSA Law Schools shall:

- a. Aim to be annual;
- b. Be open for everyone and conducted in English;
- c. Last for at least seven days. The seven days are calculated excluding the day of arrival but including the day of departure;
- d. Comprise of an academic, cultural and social programme. The academic programme shall comprise of at least 20 hours of lectures followed by workshops or any other interactive activities, which deepen and emphasise different areas of the lecture. The minimum academic programme shall not include an obligatory extra time to revise the lectures and prepare for the next lessons. If the duration of the ELSA Law School exceeds seven days, the total academic programme shall be prolonged by four hours per each extra day;
- e. Be organised in a close co-operation of an academic or institutional partner who shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services, or otherwise associated professionals in a particular field of law.
- ~~f. Comply with the Quality Standards of ELSA Law Schools regulated in Article 6. of this Chapter.~~

[...]

Article 4. Responsibilities

4.1 ELSA International shall:

[...]

d. During the preparation period:

- i. Sign an ELSA Law School Hosting Agreement setting out the responsibilities of the Organising Committee, quality standards, and the privacy policy with the Organising Committees.
- ii. Provide support to the Organising Committees of ELSA Law Schools through a coaching system;
- iii. Provide joint promotion of ELSA Law Schools;
- iv. Provide the Organising Committees of ELSA Law Schools with the ELSA Law Schools Marketing Kit in due time specified in the ELSA Law Schools Cycle Calendar;

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- v. Organise the ELSA Law Schools Training Weekend;

~~4.2 The Organising Committees of ELSA Law Schools shall:~~

- ~~a. During the specification period, submit the ELSA Law Schools Specification Form;~~
- ~~b. Provide all information required by ELSA International without undue delay;~~
- ~~c. Pay the ELSA Law Schools Administrative Fee in due time as specified in the ELSA Law Schools Cycle Calendar;~~
- ~~d. During the evaluation period, submit an ELSA Law Schools Evaluation Form.~~

4.2 The National Groups shall:

- a. Actively promote organising and participating in ELSA Law Schools.

[...]

Article 6. Quality Standards of ELSA Law Schools

~~6.1 General Quality Standards of ELSA Law Schools shall be the following:~~

- ~~a. Participants of an ELSA Law School shall be provided with immediate action and necessary assistance in issues involving medical attention. There shall be at least one member of the Organising Committee of the ELSA Law School present at the hospital or other medical institution should a participant unless otherwise requested by the participant;~~
- ~~b. Participants of an ELSA Law School shall be provided with all the necessary information with regards to the whole programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School including at least a detailed description of the accommodation, available equipment and facilities therein, and other information about logistics;~~
- ~~c. Participants of an ELSA Law School shall be provided with a participants' badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of the Organising Committee of the ELSA Law School and the phone number of the emergency services in the country of the ELSA Law School;~~
- ~~d. Participants of an ELSA Law School shall be provided with a reception package upon their arrival at the ELSA Law School, including at least the programme of the ELSA Law School and information about the city.~~

~~6.2 Quality Standards of ELSA Law Schools relating to accommodation and meals served during an ELSA Law Schools shall be the following:~~

- ~~a. Information about the accommodation shall be shared with the prospective participants of an ELSA Law School the latest with the opening of the application period;~~
- ~~b. No more than six participants shall be accommodated in one room;~~
- ~~c. Rooms shall be divided between the participants of an ELSA Law School based on their gender, unless they agreed otherwise;~~
- ~~d. Only participants of an ELSA Law School shall be accommodated together in one room, unless they agreed otherwise;~~
- ~~e. At least one showering facility and one toilet shall be at disposal of every six participants of an ELSA Law School;~~

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- ~~f. Rooms and bathrooms shall be cleaned at least once every two days;~~
- ~~g. Free wireless internet connection shall be at the disposal of the participants of an ELSA Law School in the venue of the accommodation;~~
- ~~h. Served meals shall be diverse and shall respect dietary restrictions, allergies and preferences of the participants of an ELSA Law School stated by them in the application form;~~
- ~~i. Water shall be included in every meal served to the participants of an ELSA Law School.~~

~~6.3 Quality Standards of ELSA Law Schools relating to transportation used during an ELSA Law School shall be the following:~~

- ~~a. Public transportation tickets for the participants of an ELSA Law School shall be purchased in advance, unless it is impossible due to external factors;~~
- ~~b. Participants of an ELSA Law School shall be taken from the place of arrival or receive a detailed guidance on how to get to the place of destination including information about estimated transportation prices and possible discounts;~~
- ~~c. A minimum of one member of the Organising Committee of the ELSA Law School shall be present when using public or private transport providing all the necessary assistance to the participants. This shall not apply to participants who are late to the provided transportation or those who have waived their right to the presence of a member of the Organising Committee of the ELSA Law School.~~

~~6.4 Quality Standards of ELSA Law Schools relating to academic programme of an ELSA Law School shall be the following:~~

- ~~a. Draft academic programme of an ELSA Law School shall be published the latest with the opening of the application period and a complete academic programme the latest two months before the starting date of an ELSA Law School;~~
- ~~b. Materials relevant for the academic programme shall be distributed to the participants of an ELSA Law School at least three weeks prior to the event;~~
- ~~c. At least six speakers with various academic backgrounds shall be delivering the academic programme of an ELSA Law School;~~
- ~~d. At least two speakers delivering the academic programme of an ELSA Law School shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country, where an ELSA Law School takes place;~~
- ~~e. Free wireless internet access shall be at the disposal of the participants and speakers of the ELSA Law School in the venue of the academic programme;~~
- ~~f. At least one member of the Organising Committee of the ELSA Law School shall be present during the academic programme in order to be at the disposal of the speakers and participants of the ELSA Law School;~~
- ~~g. A certificate of participation shall be granted to participants of an ELSA Law School, however only to those participants, who attended at least 85% of the academic programme of an ELSA Law School. If this requirement is not fulfilled, the Organising Committee of the ELSA Law School may decide whether or not a the absence of a participant of the ELSA Law School is justified;~~

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~~6.5 Quality Standards of ELSA Law Schools relating to social and cultural programmes of an ELSA Law School shall be the following:~~

- ~~a. The social programme shall be diverse, be provided each day of the official programme of an ELSA Law School, and aim at giving the participants of the ELSA Law School the opportunity to get to know each other as well as the culture of the country;~~
- ~~b. The cultural programme shall include at least sightseeing;~~
- ~~c. At least one member of the Organising Committee of an ELSA Law School per 10 participants shall be present at the official social and cultural programmes of an ELSA Law School, providing all necessary assistance to the participants of an ELSA Law School.~~

~~6.6 Quality Standards of ELSA Law Schools relating to promotion of an ELSA Law School shall be the following:~~

- ~~a. All marketing materials used to promote an ELSA Law School shall be complaint with the ELSA Law Schools marketing kit;~~
- ~~b. An ELSA Law Schools portfolio published on the ELSA Law Schools website shall include at least: a description of the event, information about the venue of the event, a preliminary academic and social programmes, and contact information of the Organising Committee of the ELSA Law School.~~

Article 7-6. Compliance and quality control of ELSA Law Schools

[...]

Comments:

Quality Standards part is proposed to be removed as they constitute obligations of Organising Committees, which are not subject to the International Council Meeting Decision Book. As for the Requirements of ELSA Law Schools, the last article has been removed as it refers to the compliance with the quality standards. Same applies to the responsibilities of an Organising Committee, which have been removed completely. They all have included in the ELSA Law School Hosting Agreement which regulates the relationship between the International Board and Organising Committee. Regarding the Responsibilities, one more responsibility for ELSA International has been introduced as a result of the ELSA Law School Hosting Agreement. Moreover, the proposal also introduces the responsibility of National Groups, which reflects a common practise.

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No 40: International Council Meeting Decision Book amendment concerning the Seminars and Conferences (S&C) part

The International Board is proposing the following to the Council:

CHAPTER 6. ELSA WEBINARS**Article 1. Definition**

1.1 An ELSA Webinar is an educational event taking place in the digital sphere organised by Organising Committees of one or more National or Local Groups of ELSA and coordinated by ELSA International, which fulfils the requirements regulated in this Chapter.

Article 2. Requirements of ELSA Webinars

2.1. ELSA Webinars shall:

- a. Be open for everyone;
- b. Be promoted using the ELSA Webinars Academy Marketing Kit.

Article 3. Responsibilities

3.1 ELSA International shall:

- a. Coordinate and control the quality of ELSA Webinars;
- b. Collect and compile the information submitted by Organising Committees of ELSA Webinars via the Webinars Specification Form;
- c. Publish ELSA Webinars at least two weeks before the starting date indicated in the relevant Webinars Specification Form;
- d. Provide support to the Organising Committees of ELSA Webinars through a coaching system;
- e. Create, annually revise and, if necessary, update tools facilitating the organisational process of ELSA Webinars.

Comments:

Webinars have been a part of the Decision Book since the term of 2016/2017. With its rising prominence and establishment of the requirements during the last term, it is now time to unify them under the brand of ELSA Webinars. Hence, we wish to regulate their definition, branding, and requirements under a separate Chapter to make them an ELSA project rather than a tool for passive learning.

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No 41: International Council Meeting Decision Book amendment concerning the Seminars and Conferences (S&C) part

The International Board is proposing the following to the Council:

CHAPTER 7. ELSA WEBINARS ACADEMY

1. Definition

1.1 ELSA Webinars Academy is a project of ELSA which is organised by Organising Committees of one or more National or Local Groups of ELSA and coordinated by ELSA International, which fulfils the requirements regulated in this Chapter.

1.2 ELSA Webinars Academy shall be broadcasted to an online audience and defined by an international nature, a focus on the academic aspect of the law.

Article 2. Requirements of ELSA Webinars Academy

2.1. ELSA Webinars Academies shall:

- a. Be open for everyone and conducted in English;
- b. Be comprised of at least five different ELSA Webinars amounting to a total of at least five hours;
- c. Be organised in close co-operation with an academic or institutional partner that shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;
- d. Be promoted using the ELSA Webinars Academy Marketing Kit.

Article 3. Responsibilities

3.1 ELSA International shall:

- a. Coordinate and control the quality of ELSA Webinars Academy;
- b. Collect and compile the information submitted by Organising Committees of ELSA Webinars Academies via the Webinars Specification Form;
- c. Publish ELSA Webinars Academies at least two weeks before the starting date indicated in the relevant Webinars Specification Form;
- d. Provide support to the Organising Committees of ELSA Webinars Academies through a coaching system;
- e. Create, annually revise and, if necessary, update tools facilitating the organisational process of ELSA Webinars Academies.

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Comments:

Every project needs strong foundations in order to be able to fully develop. Hence, after the unification process during the last term, we wish to create and decide on the framework of this new project with the Network. Moreover, we believe that such regulation will ease the organisation process for the Organising Committees of the ELSA Webinars Academy, providing them with detailed guidelines and shaping the roles of the International Board in the event.

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No 42: International Council Meeting Decision Book amendment concerning the Other Seminars and Conferences Events chapter of the Seminars and Conferences (S&C) part

The International Board is proposing the following to the Council:

CHAPTER ~~6~~ 8. OTHER SEMINARS AND ~~CONFERNCES~~ CONFERENCES EVENTS

Article ~~5~~ Webinars

~~5.1 A webinar is any event, which is broadcasted by means of an electronic communications network.~~

Article ~~6~~ 5. Study Visits

[...]

Article ~~7~~ 6. Institutional Visits

[...]

Comments:

Webinars removed from this Chapter due to the fact that they have been proposed to be regulated as a Chapter 6. Article numbers for Study Visits and Institutional Visits changed accordingly.

No. 43: International Council Meeting Decision Book amendment concerning the Definitions chapter of the Student Trainee Exchange Programme (STEP) part

The International Board of ELSA is proposing the following to the International Council:

PART 8. STUDENT TRAINEE EXCHANGE PROGRAMME (STEP)**CHAPTER 1. DEFINITIONS**

Article 1. General

1.1 The Student Trainee Exchange Programme (STEP) is a Key Area and a Flagship Project of ELSA that fosters professional development and provides legal work opportunities to law students and young lawyers.

[...]

Comments:

The above proposal seeks to clarify the professional development aim of STEP as a project within the general renewed approach towards Professional Development of the Association, thereby recognising that STEP consists of one of those projects focused on the professional development of our members.

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No. 44: International Council Meeting Decision Book amendment concerning the Procedures chapter of the Student Trainee Exchange Programme (STEP) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. PROCEDURES

1. Calendar

[...]

1.2 The earliest start date for Traineeships shall be at least three weeks after the Selection period, unless otherwise agreed upon by the Traineeship Provider and Trainee.

Comments:

The above proposal seeks to allow those situations in which, particularly in regards to Digital Traineeships, both the trainee and Traineeship Provider agree to beginning the STEP Traineeship earlier than the “Earliest Start Date.” This allows flexibility, whilst safeguarding the interest of both parties as the agreement needs to be mutual.

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No. 45: International Council Meeting Decision Book amendment concerning the Procedures chapter of the Student Trainee Exchange Programme (STEP) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. PROCEDURES

2. Responsibilities

2.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the Student Trainee Exchange Programme, annually revise them, and, if necessary, update them;
- b. Publish the Calendar for the upcoming term within one week from the start of the term;
- c. Annually evaluate the Student Trainee Exchange Programme and share the outcome with National Groups;
- d. Maintain ~~and~~, update ~~and adhere to~~ the list of External Applicants and ELSA International Traineeship Providers that are prevented from further participation in the Student Trainee Exchange Programme; ~~and share this list with respective National Groups each STEP Cycle;~~
- e. During the Job Hunting period:
 - i. Issue and, where necessary, amend the Traineeship Specification Form template;
 - ii. Amend and, where necessary, the submitted Traineeship Specification Forms;
 - iii. Publish to National Groups within four weeks after Job Hunting a report about the unpaid Traineeships offered;
 - iv. Approve all the submitted Traineeship Specifications Forms which have been verified and meet the Quality Standards.
- f. During the Student Hunting period:
 - i. Issue and, where necessary, amend the Student Application Form template;
 - ii. Amend and, where necessary, the submitted Student Application Forms;
 - iii. Verify and approve the Student Application Forms submitted by External Applicants;
 - iv. Set the amount of the External Application Fee and the quota for External Applicants for each Cycle;
- g. During the Matching period:
 - i. Coordinate the process of shortlisting the approved Student Application Forms for the consideration of Traineeship Providers;
 - ii. Submit the matched Student Application Forms to hosting National Groups and, where necessary, Traineeship Providers directly;
- h. During the Selection period:
 - i. Inform National Groups about the outcome of Selection;
- i. During the Evaluation period:
 - i. Produce and make available to National Groups a summary of evaluation results;
 - ii. Send a certificate to Trainees and Traineeship Providers that have submitted the evaluation forms provided by ELSA International;

2.2 National Groups shall:

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- a. Ensure that they and their Local Groups comply with the Calendar;
- b. Try to fundraise suitable remuneration for unpaid Traineeships;
- c. Maintain, update and adhere to the list of their respective Applicants and Traineeship Providers that are prevented from further participation in the Student Trainee Exchange Programme;
- d. During the Job Hunting period:
 - i. Verify and, where necessary, amend the submitted Traineeship Specification Forms before approving them;
 - ii. Inform ELSA International about any changes made to the approved Traineeship Specification Forms;
- e. During the Student Hunting period:
 - i. Verify, and where necessary, amend the submitted Student Application Forms before approving them;
 - ii. Inform ELSA International about any changes made to the approved Student Application Forms;
- f. During the Matching period:
 - i. Submit the matched Student Application Forms as provided by ELSA International to the respective Traineeship Providers within three days;
- g. During the Selection period:
 - i. Ensure that the Traineeship Providers complete the ranking of the matched Student Application Forms;
- h. During the Reception period:
 - i. Contact and provide the accepted Applicants and Trainees with necessary information;
- i. During the Evaluation period:
 - i. Periodically evaluate the experiences of Trainees and Traineeship Providers;
 - ii. Share with the Trainees and the Traineeship Providers the evaluation forms provided by ELSA International, within three weeks after the completion of the Traineeship. ~~Immediately after the end of the Traineeship~~

Comments:

The above proposal firstly seeks to clarify the new Evaluation Framework regarding the introduction of a new system of evaluation containing two distinct evaluation forms. Secondly, the proposal aims to clarify and improve the current framework regarding the Blacklist. Currently it is ELSA International that administers the Blacklist, Network wide. This, in terms of logistics and GDPR matters, is not favourable. Thus the International Board of ELSA proposes that each National Group administer their own Blacklists internally, whilst ELSA International does the same for External Applicants and ELSA International Traineeship Providers. Finally, the proposal seeks to place the responsibility of the final approval of the submitted TSFs to be shown on the Website during the cycle, in the hands of ELSA International.

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No. 46: International Council Meeting Decision Book amendment concerning the Procedures chapter of the Student Trainee Exchange Programme (STEP) part

The International Board of ELSA is proposing the following to the International Council:

CHAPTER 2. PROCEDURES

3. Quality Standards

3.1 Quality standards of the Student Trainee Exchange Programme relating to Traineeships shall be published and revised annually by ELSA International and include at least the following:

- a. Traineeships may be offered in any law-related and non-political area;
- b. Traineeships shall last at least 10 working days; ~~and at most two years;~~
- c. Traineeships available for undergraduate Applicants shall require at most two advanced legal skills and three general legal skills, unless a valid reason exists (e.g. the offered rate of remuneration, high reputation of the Traineeship Provider) at the discretion of ELSA International;
- d. Traineeships shall provide remuneration in monetary and/or non-monetary form in the amount covering at least the general costs of living in the respective country. Remuneration shall be provided by the Traineeship Provider and/or the hosting National Group, and/or ELSA International;
- e. Traineeships may be unpaid at the discretion of ELSA International if:
 - i. The Traineeship Provider mainly employs volunteers;
 - ii. Providing remuneration to Trainees is prohibited by law; or
 - iii. The benefit to ELSA outweighs the lack of remuneration.

3.2 Quality standards of the Student Trainee Exchange Programme relating to Reception shall be published and revised annually by ELSA International and shall include at least the following:

- a. Before the start of the Traineeship, the Trainees shall be provided with information about the destination of the Traineeship, including at least:
 - i. The contact details of the hosting National or Local Group and the Traineeship Provider;
 - ii. The relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;
 - iii. Finding suitable accommodation;
- b. During the Traineeship, the Trainees shall be provided with support, including at least:
 - i. Information about possibilities for cultural learning and community involvement (e.g. access to local ELSA events);
 - ii. Information about and assistance with finding Internet access

Comments:

The above proposal seeks to set the foundations for the Quality Standards of the Project, whilst allowing for a certain flexibility in enabling these standards to be revised and updated annually, based on the discussions with the network, changing circumstances and the needs of the time.

No. 47: International Council Meeting Decision Book amendment concerning the Professional Development chapter of the Academic Activities (AA) and Moot Court Competition (MCC) part

The International Board of ELSA is proposing the following to the International Council:

~~CHAPTER 5. PROFESSIONAL DEVELOPMENT~~**~~Article 1. Lawyers at Work Events~~**

~~1.1 A Lawyers at Work Event (L@W Event) is an event that provides an insight into legal professions through presenting law students and/or young lawyers career information from those working in various professions which are open to law graduates.~~

~~1.2 A Lawyers at Work Event shall involve interactive learning opportunities such as case solving, legal courses, job interviews or CV training~~

~~CHAPTER 65. MOOT COURT COMPETITIONS~~

[...]

Comments:

As discussed with the network during the initial months of the term, ELSA is currently lacking a structured professional development strategy and approach. With the above proposal, we wish, firstly, to clarify that Professional Development and the related projects are not simply the Academic Activities area related. Furthermore, we seek to set the foundations for the year in beginning to clarify this aspect of our association. Finally, you may find that the above proposal does not provide in depth modifications, however, this is intentional as this serves to simply set the foundations whilst during the year we will work together to identify, structure and implement a professional development strategy and as such will have more information to further develop these regulations.

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No. 48: International Council Meeting Decision Book amendment concerning the General part

The International Board of ELSA is proposing the following to the International Council:

PART 1. GENERAL**CHAPTER 6. PROFESSIONAL DEVELOPMENT**

Article 1. General

- 1.1 Professional Development aims to support law students and young lawyers in developing and improving the necessary skills to access the professional world.
- 1.2 The goal of professional development is to keep students and young lawyers up to date on current requirements as well as to provide for the continuous education of an individual in regards to their career.

Article 2. Career Launch

- 1.1 Career Launch is a professional development project of ELSA which provides the opportunity to gain an insight into various legal professions.
- 1.2 The project consists of digital workshops followed by an interactive concluding project.

Article 3. Lawyers at Work Events

- 1.1 Lawyers at Work Events (L@W Events) are a project which allows law students and young lawyers to experience working in a legal profession first-hand. L@W Events are designed to involve practical insights into the legal profession and as such shall involve interactive learning opportunities.

CHAPTER 6.7. FLAGSHIP PROJECTS

[...]

Comments:

As discussed with the network during the initial months of the term, ELSA is currently lacking a structured professional development strategy and approach. With the above proposal, we wish, firstly, to clarify that Professional Development and the related projects are not simply the Academic Activities area related. Furthermore, we seek to set the foundations for the year in

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beginning to clarify this aspect of our association. Finally, you may find that the above proposal does not provide in depth modifications, however, this is intentional as this serves to simply set the foundations whilst during the year we will work together to identify, structure and implement a professional development strategy and as such will have more information to further develop these regulations.

NATIONAL GROUPS

NATIONAL GROUPS

No 49: International Council Meeting Decision Book amendment concerning the International Council Meetings chapter and the International Annual Meetings chapter of the Internal Management (IM) part

ELSA Germany is proposing the following to the International Council:

CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS**Article 5. Annual Report and the Relief of Responsibility**

[...]

Article 6. Reimbursements for cancelled International Council Meetings

6.1 If an International Council Meeting of ELSA is cancelled, a financial report must be prepared and made available to the International Board and the Network by the Organising Committee. This report must be submitted to the International Board within four weeks after cancellation of the meeting and detail all income and expenditure incurred during the planning, preparation and cancellation of the meeting. All costs borne must be separated into the different bookable options of the registration. The cost of each overnight stay is to be subsumed in the accommodation fees. The deadline can be extended by the International Board on request of the Organising Committee on presentation of an interim-report and a statement of reason.

6.2 The reimbursements must be made separately according to the different categories of expenses of the financial report on a percentage basis.

CHAPTER 5. INTERNATIONAL ANNUAL MEETINGS**Article 5. Participation Fees**

[...]

Article 6. Reimbursements for cancelled International Annual Meetings

6.1 If an International Annual Meeting of ELSA is cancelled, a financial report must be prepared and made available to the International Board and the Network by the Organising Committee. This report must be submitted to the International Board within four weeks after cancellation of the meeting and detail all income and expenditure incurred during the planning, preparation and cancellation of the meeting. All costs borne must be separated into the different bookable options of the registration. The cost of each overnight stay is to be subsumed in the accommodation fees.

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The deadline can be extended by the International Board on request of the Organising Committee on presentation of an interim-report and a statement of reason.

6.2 The reimbursements must be made separately according to the different categories of expenses of the financial report on a percentage basis.

Comments:

The cancellation and reimbursement of all costs for International Council Meeting Malta this March set a precedent for how to reimburse international meetings, though there was no regulation at the time. Now the International Area Meetings of ELSA unfortunately also had to be cancelled due to COVID-19, and everybody looked to the reimbursement policy used for ICM Malta for guidance. ICM Malta set a precedent case, which we believe is unfair for many participants who are unfairly disadvantaged.

In many countries it is not possible to charge the participants for items that have not actually been incurred. Example: At the last meetings no costs were actually incurred for the city tour, but they were charged on a percentage basis. This can cause long-term problems relating to tax law. To avoid any problems and ensure a just reimbursement policy for all (future) meetings which are cancelled, the reimbursement ought to be carried out as follows:

A breakdown is to be made for all categories of expenses. These are to be considered separately. It is to be checked, how much revenue was incurred and how much of this was spent. The percentage that can be reimbursed is then applied to each National Group equally dependent on number of participants from the National Group.

Dividing all costs equally as it has been done is not fair, because it does not distinguish between the costs paid by the participants in advance and the posts that these costs were planned in for, so someone who books a category in which no costs have been incurred has had to partly pay for other peoples' costs. The regulation so far has unfairly disadvantaged anyone who has booked more points, because they have had to pay more, even though they have caused the exact same expenses. This regulation in the Decision Book aims at moving away from equality and towards equity when considering reimbursements of cancelled international meetings of ELSA.

ANNEX 1 – ANNUAL REPORT OF THE INTERNATIONAL BOARD OF ELSA 2019/2020

ANNEXES**ANNEX 1 – ANNUAL REPORT OF THE INTERNATIONAL BOARD OF ELSA 2019/2020**

The Annual Report of the International Board of ELSA 2019/2020 can be accessed [here](#).

ANNEX 2 - FINAL ACCOUNTS OF ELSA INTERNATIONAL 2019/2020

ANNEX 2 - FINAL ACCOUNTS OF ELSA INTERNATIONAL 2019/2020

The Final Accounts of ELSA International 2019/2020 can be accessed [here](#).

ANNEX 3 – FINAL ACCOUNTS OF EDF 2019/2020

ANNEX 3 – FINAL ACCOUNTS OF EDF 2019/2020

The Final Accounts of the ELSA Development Foundation 2019/2020 can be accessed [here](#).

ANNEX 4 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS OF ELSA INTERNATIONAL
2019/2020

**ANNEX 4 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS
OF ELSA INTERNATIONAL 2019/2020**

The Internal Auditors’ Report on the Final Accounts of ELSA International 2019/2020 will be sent out at a later point via email.

ANNEX 5 – INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF EDF 2019/2020

ANNEX 5 – INTERNAL AUDITORS’ REPORT ON FINAL ACCOUNTS OF EDF 2019/2020

The Internal Auditors’ Report on Final Accounts of the ELSA Development Foundation 2019/2020 will be sent out at a later point via email.

ANNEX 6 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2020/2021

ANNEX 6 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2020/2021

The proposed revision of the Budget of ELSA International 2020/2021 can be found [here](#).

ANNEX 7 – DEBTORS OF ELSA INTERNATIONAL AS OF 14th OCTOBER 2020

ANNEX 7 – DEBTORS OF ELSA INTERNATIONAL AS OF 14th OCTOBER 2020

The list of debtors of ELSA can be found [here](#).

ANNEX 8 – LETTER OF AUTHORISATION

ANNEX 8 – LETTER OF AUTHORISATION

National Board of: _____

Postal Address: _____

Phone Number: _____

Email Address: _____

Number of Local
Groups: _____

**Please write the names of the Local Groups of your National Group
on the back of this paper clearly with CAPITAL letters
and specify which of them are Members and which are Observers.**

The following delegates from ELSA _____ are hereby authorised to vote
and speak on behalf of their National Group at the LXXVIII International Council Meeting via
ClickMeeting between the 8th and the 15th of November 2020.

1. _____
(*voting delegate's name*)5. _____
(*delegate's name*)2. _____
(*voting delegate's name*)6. _____
(*delegate's name*)3. _____
(*voting delegate's name*)7. _____
(*delegate's name*)4. _____
(*delegate's name*)8. _____
(*delegate's name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

ANNEX 9 – PROXY

ANNEX 9 – PROXY

From: ELSA _____ (proxy giver)

To: ELSA _____ (acting as proxy)

This proxy shall be valid for:

Event:

LXXVIII International Council Meeting to be held via ClickMeeting between the 8th and 15th of November 2020

Dates:

(please specify the dates that your proxy is going to be valid for e.g. If your national delegation is not present in the Opening Plenary, but is going to attend the rest of the plenaries, please write only the date of the Opening Plenary)

The proxy giver ELSA _____ hereby authorises ELSA _____ to act as a proxy and to therefore represent it and vote on its behalf according to the instructions provided, at the LXXVIII International Council Meeting via ClickMeeting between the 8th and the 15th of November 2020.

On behalf of ELSA _____ (proxy giver)

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the International Board to confirm the proxy, please fill in:

Contact person: _____

Phone number: (+____) _____

Email address: _____

ANNEX 10 – TEMPLATE FOR NOMINATIONS

ANNEX 10 – TEMPLATE FOR NOMINATIONS**Nomination Sheet**

We hereby nominate _____
(name and surname of the nominee)

for the position of _____
(respective position of the nominee)

for the election to be held at the LXXVIII International Council Meeting via ClickMeeting between the 8th and the 15th of November 2020.

Nominated by ELSA _____
(respective National Group)

Name of the National Board member _____

Position in the National Board: _____

Signature _____

ANNEX 10 – TEMPLATE FOR NOMINATIONS

Seconding Sheet

We hereby second _____
(*name and surname of the nominee*)

for the position of _____
(*respective position of the nominee*)

for the election to be held at the LXXVIII International Council Meeting via ClickMeeting between the 8th and the 15th of November 2020.

Seconded by ELSA _____
(*respective National Group*)

Name of the National Board member _____

Position in the National Board: _____

Signature _____

ANNEX 10 – TEMPLATE FOR NOMINATIONS

Confirmation Sheet

I _____
(name and surname of the nominee)

hereby accept the nomination of ELSA _____

and seconding of ELSA _____

for the position of _____
(respective position of the nominee)

for the election to be held at the LXXVII International Council Meeting via ClickMeeting
between the 8th and the 15th of November 2020.

Signature _____